

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **JAIME B. BERONDO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.65	x 70%	3.25
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	x 30%	1.45
TOTAL NUMERICAL RATING			4.70

TOTAL NUMERICAL RATING: 4.70
 Add: Additional Approved Points, if any:
 TOTAL NUMERICAL RATING: 4.70

ADJECTIVAL RATING: Outstanding

Prepared by:

JAIME B. BERONDO
Name of Staff

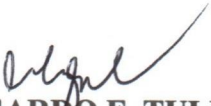
Reviewed by:


ARTURO E. PASA
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JAIME B. BERONDO** of the **Department of Forest Science** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January to June 2016**.


JAIME B. BERONDO
 Ratee

Approved:


ARTURO E. PASA
 Head of Unit

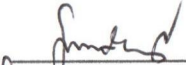
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Timber Inventory	No. of Trees Inventoried	Conduct Inventory (PBH, Tree Height, GPS Reading)	200	350/200 (175%)	4.5	4.6	4.7	4.60	
Monitoring Services (Forest Protection)	No. of bamboo and firewood collectors supervised	Supervised and monitored bamboo and firewood collectors	35	55/35 (157%)	4.6	4.7	4.7	4.67	
	No. of flowering and fruiting mother trees monitored	Monitored flowering and fruiting mother trees in VSU reservation	115	150/115 (130%)	4.5	4.7	4.7	4.63	
	No. of bamboo and firewood permits issued	issued permits to bamboo and firewood collectors	25	70/25 (280%)	4.8	4.7	4.7	4.73	
	No. of forest violators apprehended	Apprehend forest violators	20	21/20 (105%)	4.6	4.7	4.7	4.67	
	No. of letters delivered to forest violators	Delivered invitation letters to forest violators and LGUs for settlement	3	3/3 (100%)	4.5	4.7	4.7	4.63	
	No. of forest violation letters prepared and submitted	Prepared and submitted forest violation report	3	4/3 (133%)	4.7	4.7	4.7	4.70	
Tree planting services	No. of students supervised in tree planting	Supervised graduating students tree planting activities	100	500/100 (500%)	4.8	4.7	4.7	4.73	
Supervising services	No. of hectares delineated for tree plantation	delineated degreeded area for tree planting	6	6/6 (100%)	4.5	4.5	4.5	4.50	

Other Services	No. of faculty and staff assisted in laboratory classes	Assisted C faculty and staff in laboratory class, messengerial, janitorial activity.	3	4/3 (133%)					
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Average Rating (Total Over-all rating divided by 6)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		


Comments & Recommendations for Development Purpose:

Received by:



Planning Office

Calibrated by:



REMBERTO A. PATINDOL

Chairman, PMT

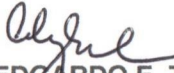
Recommending Approval:



REMBERTO A. PATINDOL

Vice President

Approved by:



EDGARDO E. TULIN

President

Date:

Date:

Date:

Date:

- 1- Quality
2 - Efficiency
3 - Timeliness
4 - Average

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June, 2016

Name of Staff: JAIME B. BERONDO Position: Forest Ranger

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1