



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

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

| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR  | 3.87                    | 70%                      | 2.71                                    |
| 2. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 3.64                    | 30%                      | 1.10                                    |
| <b>TOTAL NUMERICAL RATING</b>   |                         |                          | <b>3.81</b>                             |

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

Prepared by:

**JAIME B. BERONDO**  
Name of Staff

Reviewed by:

**DENNIS P. PEQUE**  
Head, DFS

Recommending Approval:

Approved:

**DENNIS P. PEQUE**  
Dean, CFES


**BEATRIZ S. BELONIAS**  
Vice President of Academic Affairs

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, 2020**.

  
**JAIME B. BERONDO** *9/11/20*  
Ratee

Approved:

  
**DENNIS P. PEQUE** *9/11/20*  
Head of Unit

| MFO & PAPs                                     | Success Indicators                                     | Tasks Assigned   | Target | Actual Accomplishment | Rating         |                |                |                | Remarks  |
|--|--|--|--------|-----------------------|----------------|----------------|----------------|----------------|--|
|  |  |  |        |                       | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |  |
| <b>Timber Inventory</b>                        | No. of Trees Inventoried                               | Conduct Inventory (PBH, Tree Height, GPS Reading)                        | 350    | 100/350 (28.405)      | 3              | 3              | 3              | 3              | Santol Tree, Mahogany, Bagtikan                              |
| <b>Monitoring Services (Forest Protection)</b> | No. of bamboo and firewood collectors supervised       | Supervised and monitored bamboo and firewood collectors                  | 50     | 35/50 (70%)           | 4              | 4              | 4              | 4              | From outside and inside VSU                                  |
|  | No. of bamboo and firewood permits issued              | Issued permits to bamboo and firewood collectors                         | 70     | 35/70 (50%)           | 4              | 4              | 4              | 4              | From outside and inside VSU                                  |
|  | No. of forest violators apprehended                    | Apprehend forest violators   | 55     | 23/50 (46%)           | 4              | 4              | 4              | 4              | From outside VSU   |
|  | No. of letters delivered to forest violators           | Delivered invitation letters to forest violators and LGUs for settlement | 15     | N/A                   |                |                |                |                |  |
|  | No. of forest violation letters prepared and submitted | Prepared and submitted forest violation report                           | 15     | 3/15 (20%)            | 3              | 3              | 3              | 3              |  |
| <b>Tree planting services</b>                  | No. of students supervised in tree planting            | Supervised graduating students tree planting activities                  | 25     | 25/25 (100%)          | 5              | 5              | 5              | 5              | Graduate and Undergraduate Students from January to February |

| MFO & PAPs           | Success Indicators                                      | Tasks Assigned  | Target | Actual Accomplishment | Rating         |                |                |                | Remarks       |
|----------------------|---|---|--------|-----------------------|----------------|----------------|----------------|----------------|---------------|
|                      |   |   |        |                       | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |               |
| Supervising services | No. of hectares delineated for tree plantation          | Delineated degreeded area for tree planting   | 15     | 15/15 (100%)          | 4              | 4              | 4              | 4              | Kalbigaa Area |
| Other Services       | No. of faculty and staff assisted in laboratory classes | Assisted CFES faculty and staff in laboratory class, messengerial, janitorial activity. | 2      | 1/2 (50%)             | 4              | 4              | 4              | 4              | Dr. Quimio    |


3.87

|   |  |  |
|---|--|--|
| Average Rating (Total Over-all rating divided by 6) |  |  |
| Additional Points:                                  |  |  |
| Approved Additional points (with copy of approval)  |  |  |
| FINAL RATING  |  |  |
| ADJECTIVAL RATING                                   |  |  |


Comments & Recommendations for Development Purpose:

Needs improvement in supervising JO Forest Guards in terms of roving and submission of field reports.


Evaluated by:

  
**DENNIS P. PEQUE**  
 Unit Head  
 Date: 9/20/20

Recommending Approval:

  
**DENNIS P. PEQUE**  
 Dean  
 Date: 9/20/20

Approved by:

  
**BEATRIZ S. BELONIAS**  
 Vice President  
 Date: 9/20/20

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



## PERFORMANCE MONITORING FORM


Name of Employee: JAIME B. BERONDO

| Task No. | Task Description  | Expected Output | Date Assigned   | Expected Date to Accomplish | Actual Date Accomplished | Quality of Output*  | Over-All Assessment Of Output**   | Remarks/Recommendation  |
|----------|---|-----------------|-----------------|-----------------------------|--------------------------|---|---|---|
| 1        | Assists the Forests Conservation Officer (FCO) in planning and decision-making on matters related to the conservation and protection of the VSU Forest Reserve. | Very Impressive | January 1, 2020 | June 30, 2020               | June 30, 2020            | Impressive  | Very satisfactory   | Need to perform tasks diligently  |
| 2        | Acts as leadman for all forest guards and provide the directions in the conduct of field activities.  | Very Impressive | January 1, 2020 | June 30, 2020               | June 30, 2020            | Impressive  | Very satisfactory   | Need to perform tasks diligently.   |
| 3        | Assists the Forest Reserve Officer in spearheading extension activities in communities for forest protection and conservation.                                  | Very Impressive | January 1, 2020 | June 30, 2020               | June 30, 2020            | Not applicable as there's no activities happened because of the pandemic. | Not applicable as there's no activities happened because of the pandemic. | Not applicable as there's no activities happened because of the pandemic. |
| 4        | Prepares weekly accomplishment report, keeps and updates records on forest violations.  | Very Impressive | January 1, 2020 | June 30, 2020               | June 30, 2020            | Impressive  | Satisfactory  | Submit weekly report regularly  |
| 5        | Assists in activities related to instruction, research and extension program of the department.   | Very Impressive | January 1, 2020 | February 28, 2020           | February 28, 2020        | Impressive  | Very Satisfactory   | Assisted tree planting activity   |

\*Either very impressive, impressive, needs improvement, poor, very poor

\*\*Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

  
**DENNIS P. PEQUE**  
 Unit Head





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2020

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 |
| 11.   | Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment  | 5     | 4 | 3 | 2 | 1 |



|  |       |   |   |   |      |     |
|--|-------|---|---|---|------|-----|
| 12. Willing to be trained and developed  | 5     | 4 | 3 | 2 | 1    |     |
| Score  | Total |   |   |   |      | 40  |
| <b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>  | Scale |   |   |   |      |     |
| 1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors  | 5     | 4 | 3 | 2 | 1    | N/A |
| 2. Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.  | 5     | 4 | 3 | 2 | 1    | N/A |
| 3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.  | 5     | 4 | 3 | 2 | 1    | N/A |
| 4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.   | 5     | 4 | 3 | 2 | 1    | N/A |
| 5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit | 5     | 4 | 3 | 2 | 1    | N/A |
| Total Score  |       |   |   |   |      |     |
| Average Score  |       |   |   |   | 3.64 |     |

Overall recommendation : \_\_\_\_\_

  
**DENNIS P. PEQUE**  
 Head, DFS

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Jaime B. Berondo  
Performance Rating : 4.30 (Very Satisfactory) January – June 2020

Aim: To improve the protection and management of VSU Forest Reserve

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 2020

Target Date: March 2020

First Step:

Monitor Mr. Berondo's performance regarding the protection and management of VSU Forest Reserve.

Result:

Occurrence of illegal tree cuttings and wildlife hunting is minimized

Date: April 2020

Target Date: June 2020

Next Step:

One-on-one meeting with Mr. Berondo.

Outcome:

His performance specific to forest protection and management has improved.

Final Step/Recommendation:

Required Mr. Berondo to report on even thrice a week despite the pandemic for the continued protection and management of VSU Forest Reserve.

Prepared by:

  
DENNIS P. PEQUE 9/21/20

Unit Head

Conforme:

  
JAIME B. BERONDO 9/29/20

Ratee