



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.15	70%	2.90
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.55	30%	1.07
TOTAL NUMERICAL RATING			3.97

TOTAL NUMERICAL RATING: 3.97

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 3.97

FINAL NUMERICAL RATING 3.97

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

JAIME B. BERONDO
Name of Staff

Reviewed by:

ANATOLIO N. POLINAR
Department/Office Head

Recommending Approval:

DENNIS P. PEQUE
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President for 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, 2021**.

14/9/21
JAIME B. BERONDO
Ratee

Approved:

14/9/21
ANATOLIO N. POLINAR
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	Assisted in the conduct of inventory of trees requested by different colleges, departments, offices and research projects for cutting	3	5/3 (167%)	4.5	4.5	4.5	4.5	VSU faculty and staff requests for cutting
Monitoring Services (Forest Protection)	No. of bamboo and firewood collectors monitored	Assisted in the monitoring of bamboo and firewood collectors	25	85/25 (340%)	4.5	4.5	4	4.33	Farmers and residents of brgy. Guadalupe & Pangsasan
	No. of flowering and fruiting mother trees monitored	Assisted forest guards in the monitoring of flowering and fruiting mother trees in VSU reservation	12	15/12 (125%)	4.5	4.5	4	4.33	FR Lauriso & Veril Dipterocarp & Premium hardwood
	No. of bamboo and firewood permits issued	Assisted in the issuing of permits to bamboo and firewood collectors	20	35/20 (175%)	5	4.5	4.5	4.67	Farmers and residents of brgy. Guadalupe, Pangsasan & VSU
	No. of forest violators reprimanded	Reprimanded forest violators in VSU forest reservation	5	7/5 (140%)	4.5	4	4	4.17	Residents of brgy. Pangsasan
	No. of letters delivered to forest violators	Delivered invitation letters to forest violators and LGUs for settlement	3	5/3 (167%)	4.5	4	4	4.17	Residents of brgy. Pangsasan
	No. of forest violation letters prepared and submitted	Prepared and submitted forest violation report	2	3/2 (150%)	4.5	4	4	4.17	Collectors of bamboo shoots

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Forest Reserve (Forest Patrol)	No. of kaingin and abandoned areas monitored	Areas monitored and protected	250	3/250 (1.2%)	3	3	3	3.00	Kaingin Areas in OVSU Forest Reservation

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Supervising services	No. of hectares delineated for research projects	Delineated area for CO2 Project	1	2/1 (200%)	4.5	4	4	4.17	
Other Services	No. of employee conducted in cleaning services	Assisted staff in Alay Linis activity.	2	2/2 (100%)	4	4	4	4.00	

Average Rating (Total Over-all rating divided by 6)		41.51 / 6 (4.15)
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.15
ADJECTIVAL RATING		Very Satisfactory

Comments & Recommendations for Development Purpose:

Needs re-orientation of his job description as Forest Guard; and conduct field activities regularly.

Evaluated by:

ANATOLIO N. POLINAR

Unit Head

Date: 10/24/2021

Recommending Approval:

DENNIS P. PEQUE

Dean

Date: 10/25/2021

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 10/24/2021

- 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	Assisted in the conduct of inventory of trees requested by different colleges, departments, offices and research projects for cutting	Very Impressive	January 1, 2021	June 2021	June 30, 2021	Impressive	Very satisfactory	Need to perform tasks diligently
2	Assisted in the monitoring of bamboo and firewood collectors	Very Impressive	January 1, 2021	June 2021	June 30, 2021	Impressive	Very satisfactory	Need to perform tasks diligently.
3	Assisted forest guards in the monitoring of flowering and fruiting mother trees in VSU reservation	Very Impressive	January 1, 2021	June 2021	June 30, 2021	Impressive	Very satisfactory.	Not applicable as there's no activities that happened due to pandemic.
4	Assisted in the issuing of permits to bamboo and firewood collectors	Very Impressive	January 1, 2021	June 2021	June 30, 2021	Impressive	Outstanding	Ensure to submit weekly report regularly.
5	Reprimanded forest violators in VSU forest reservation	Very Impressive	January 1, 2021	June 2021	June 30, 2021	Impressive	Very satisfactory.	Not applicable as there's no activities that happened due to pandemic.
6	Delivered invitation letters to forest violators and LGUs for settlement	Very Impressive	January 1, 2021	June 2021	June 30, 2021	Impressive	Very satisfactory.	Need to perform tasks diligently.
7	Prepared and submitted forest violation report	Very Impressive	January 1, 2021	June 2021	June 30, 2021	Impressive	Very satisfactory.	Need to perform tasks

		e						diligently.
8	Areas monitored and protected	Very Impressive	January 1, 2021	June 2021	June 30, 2021	Needs Improvement	Satisfactory	Ensure to submit weekly report regularly.
9	Delineated area for CO2 Project	Very Impressive	January 1, 2021	June 2021	June 30, 2021	Impressive	Very satisfactory.	Need to perform tasks diligently.
10	Assisted staff in Alay Linis activity.	Very Impressive	January 1, 2021	June 2021	June 30, 2021	Impressive	Very satisfactory.	Need to perform tasks diligently.

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


ANATOLIO N. POLINAR
Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2021

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	5	4	3	2	1

N/A

improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total 39				
B. Leadership & Management (For supervisors only to be rated by higher supervisor)	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
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
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
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
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
Total Score	39				
Average Score	3.55				

Overall recommendation : Has to render more field work activities, and work even beyond office hours as requested.

10/22/21
ANATOLIO N. POLINAR
 Printed Name and Signature
 Head of Office