



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 | 4.43 | 70% | 3.10 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 3.82 | 30% | 1.15 |
| TOTAL NUMERICAL RATING | | | 4.25 |

TOTAL NUMERICAL RATING:

4.25

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

4.25

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 **July to December, 2021**.

JAIME B. BERONDO

Ratee

Approved:

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 | 4 | 4/4 (100%) | 5 | 4.5 | 4.5 | 4.67 | |
| Monitoring Services (Forest Protection) | No. of bamboo and firewood collectors monitored | Assisted in the monitoring of bamboo and firewood collectors | 26 | 26/26 (100%) | 5 | 4.5 | 4.5 | 4.67 | |
| | No. of flowering and fruiting mother trees monitored | Assisted forest guards in the monitoring of flowering and fruiting mother trees in VSU reservation | 13 | 10/13 (77%) | 4.5 | 4 | 4.5 | 4.33 | |
| | No. of bamboo and firewood permits issued | Assisted in the issuing of permits to bamboo and firewood collectors | 21 | 21/21 (100%) | 5 | 4.5 | 4.5 | 4.67 | |
| | No. of forest violators reprimanded | Reprimanded forest violators in VSU forest reservation | 6 | 5/6 (83%) | 4.5 | 4.5 | 4.5 | 4.5 | |
| | No. of letters delivered to forest violators | Delivered invitation letters to forest violators and LGUs for settlement | 4 | 3/4 (75%) | 4.5 | 4.5 | 4.5 | 4.5 | |

| MFO & PAPs | Success Indicators | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|---------------------------------------|--|--|--------|-----------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| | No. of forest violation letters prepared and submitted | Prepared and submitted forest violation report | 3 | 3/3 (100%) | 4 | 4 | 4 | 4 | |
| Forest Reserve (Forest Patrol) | No. of kaingin and abandoned areas monitored | Areas monitored and protected | 252 | 252/252 (100%) | 4.5 | 4 | 4 | 4.7 | |
| Supervising services | No. of hectares delineated for research projects | Delineated area for CO2 Project | 3 | N/A | | | | | |
| Other Services | No. of employee conducted in cleaning services | Assisted staff in Alay Linis activity. | | | | | | | |

| | | |
|---|--|-------------------|
| Average Rating (Total Overall rating divided by 6) | | 35.31 4.43 |
| Additional Points: | | |
| Approved Additional points (with copy of approval) | | |
| FINAL RATING | | 4.43 |
| ADJECTIVAL RATING | | Very satisfactory |

Comments & Recommendations for Development Purpose:

Duties and responsibilities of Forest ranger has to be reviewed to formulate plans for the improvement of his accomplishments.

Evaluated by:

ANATOLIO N. POLINAR

Unit Head

Date: 1/20/2022

Recommending Approval:

DENNIS P. PEQUE

Dean

Date: 1/20/22

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 1/20/22

- 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 | July 1, 2021 | December 2021 | December 31, 2021 | Impressive | Very satisfactory | Need to perform tasks diligently |
| 2 | Assisted in the monitoring of bamboo and firewood collectors | Very Impressive | July 1, 2021 | December 2021 | December 31, 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 | July 1, 2021 | December 2021 | December 31, 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 | July 1, 2021 | December 2021 | December 31, 2021 | Impressive | Outstanding | Ensure to submit weekly report regularly. |
| 5 | Reprimanded forest violators in VSU forest reservation | Very Impressive | July 1, 2021 | December 2021 | December 31, 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 | July 1, 2021 | December 2021 | December 31, 2021 | Impressive | Very satisfactory. | Need to perform tasks diligently. |
| 7 | Prepared and submitted forest violation report | Very Impressive | July 1, 2021 | December 2021 | December 31, 2021 | Impressive | Very satisfactory. | Need to perform tasks diligently. |

| | | | | | | | | |
|----|--|-----------------|--------------|---------------|-------------------|-------------------|--------------------|---|
| 8 | Areas monitored and protected | Very Impressive | July 1, 2021 | December 2021 | December 31, 2021 | Needs Improvement | Satisfactory | Ensure to submit weekly report regularly. |
| 9 | Delineated area for CO2 Project | Very Impressive | July 1, 2021 | December 2021 | December 31, 2021 | Impressive | Very satisfactory. | Need to perform tasks diligently. |
| 10 | Assisted staff in Alay Linis activity. | Very Impressive | July 1, 2021 | December 2021 | December 31, 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: July-December 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 improvement of his work accomplishment | 5 | 4 | 3 | 2 | 1 |
| 12. | Willing to be trained and developed | 5 | 4 | 3 | 2 | 1 |
| Total Score | | | | | | |

| 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 | | 42 | | | | |
| Average Score | | 3.82 | | | | |

Overall recommendation : Need to be innovative and serious with his work assignments.


ANATOLIO N. POLINAR

Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Jaime B. Berondo
Performance Rating : 4.25 (Very Satisfactory) July – December 2021

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: July 2021

Target Date: September 2021

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: October 2021

Target Date: December 2021

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:

ANATOLIO N. POLINAR
Unit Head

Conforme:

JAIME B. BERONDO
Ratee