



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: CELSO P. GODOY

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.80	70%	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.45
TOTAL NUMERICAL RATING			4.81

TOTAL NUMERICAL RATING: 4.81

Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: 4.81

FINAL NUMERICAL RATING 4.81

ADJECTIVAL RATING: **Outstanding**

Prepared by: *[Signature]*
CELSO P. GODOY
Name of Staff *[Signature]*

Reviewed by: *[Signature]*
DENNIS P. PEQUE
Dean, CFES *[Signature]*

Recommending Approval:

[Signature]
DENNIS P. PEQUE
Dean/Director *[Signature]*

Approved:


[Signature]
BEATRIZ S. BELONIAS *[Signature]*
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CELSO P. GODOY** of the **College of Forestry and Environmental 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, 2023**.


CELSO P. GODOY
Ratee **7/10/23**

Approved:


DENNIS P. PEQUE
Dean, CFES **7/5/23**

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
ADMINISTRATIVE SUPPORT SERVICES									
Efficient and customer-friendly frontline service	0% complaint from client served	100% no complaint	100	100% no complaint	5	5	5	5	Based from the ISO Customer Feedback Report from Jan-June 2023
	Releases Examination Permit, Registration Permit, Assessment and Student's Copy of Grades	Assist in the release of student's documents	46	30/23 (130%)	5	4	5	4.67	Clearances Registration Permits
Messengerial Services	Number of documents delivered, facilitated and processed within the day of receipt	Delivered, facilitated and processed documents within the day of receipt	99	100/49.5 (202%)	5	5	5	5	Communications, RIS, Vouchers, Payrolls, DTRs, and Travel Orders
Janitorial Services	Number of offices, classrooms, CRs, grounds cleaned and mowed and maintained its surroundings regularly	Cleaned offices, classrooms, CRs cleaned and mowed grounds and maintained its surroundings regularly	1 Office	2 Offices	5	5	5	5	CFES and DFS Office/ CF-B12, A5, C21, C22, C23, AVR/DFS & CFES CRs, DFS Head's CR, Student's CR
			6 Classroom	6 Classrooms					
			5 CR's	5 CR's					
	Opening and closing of offices and classrooms	Daily Accomplished	1 Deans office	2 Offices	5	5	5	5	CFES and DFS Office

			6 Classroom	6 Classrooms	5	5	5	5	CF-B12, A5, C21, C22, C23, AVR
			5CR's	5CR's					DFS & CFES CRs, DFS Head's CR, Student's CR
	Photocopying incoming communications and other documents.	Photocopied documents	59	30/29.5 (102%)	5	4	5	4.67	Contracts of Services
Additional Outputs	Support Services	No. of supplies/materials withdrawn from SPPMO warehouse for urgent use (per item)	39	20/19.5 (195%)	5	4	5	4.67	Bondpapers, Ballpens, Gasoline, Diesel, 2T, 4T, Folders
		No. of hours assisted in the supervision of construction workers	61	30/30.5 (98%)	4	4	4	4	CFES Dean's Office Renovation, CFES Grounds Maintenance
		No. of trainings attended		2	5	5	5	5	Electrical and Landscape Training
Total Over-all Rating								48-01	

Average Rating		
Additional points:		
Punctuality		
Approved Additional Points (with copy of the		
FINAL RATING		4.80
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Continue to be an inspiration to your fellow workers.

Evaluated and Rated by:



DENNIS P. PEQUE

Dean, CFES

Date: 9/18/17

Approved by:



BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 9/24/17

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

PERFORMANCE MONITORING FORM


Name of Employee: CELSO P. GODOY

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	Delivers of office communications, memo, & etc.	Very Impressive	January 1, 2023	June 30, 2023	June 30, 2023	Impressive	Very Satisfactory	May ensure that all communications, memos, & etc. are facilitated well.
2	Follow up vouchers, purchase requests, travel orders and other request of the office.	Very Impressive	January 1, 2023	June 30, 2023	June 30, 2023	Impressive	Very Satisfactory	Ensure to follow up daily.
3	Maintains the proper upkeep of the office and its surroundings.	Very Impressive	January 1, 2023	June 30, 2023	June 30, 2023	Impressive	Very Satisfactory	Keep going.
4	Monitors the properties and equipment of the office, and facilitating energy conservation.	Very Impressive	January 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Outstanding	Good work.
5	Assists and monitors the delivery and issuance of construction materials.	Very Impressive	January 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Outstanding	Good work.

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


DENNIS P. PEQUE
 Unit Head 7/5/23

"EXHIBIT G"

Performance Monitoring and Coaching Journal

✓	1 st	Q U A R T E R
✓	2 nd	
	3 rd	
	4 th	

NAME OF OFFICE	COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE
SUPERVISOR	DR. DENNIS P. PEQUE
NAME OF STAFF	CELSO P. GODOY

	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING	January 2023		OP MC #s 149 , 147 & 146, series of 2022. OP MC # 06 & 93, series of 2023	Logbook	<ul style="list-style-type: none">• Delivers the Semi Annual and Quarterly Report for 2023 to submit to the higher offices.• Follow up the JO Contract for July – December 2023.• Delivers the Annual Report 2023 of the college for submission to the higher offices.
					<ul style="list-style-type: none">• Delivers the following outputs before the deadline to the higher offices:<ul style="list-style-type: none">○ Course syllabi for 2nd Semester SY 2022-2023 – March 12, 2023○ TOS for 2nd SEM SY 2022-2023 Midterms and Final Exam
		March 2023	OP MC # 44, 03, 08, & 10, series of 2023	Logbook	
		March 2023	OPVAF Memo # 01, series of 2023	Logbook	Delivers the documents for Indicative PPMP 2024 on time.
		June 2023		Photocopier	Assists in the preparation of documents for CHED re-visit

		January 2023 to June 2023		Logbook	<ul style="list-style-type: none"> Delivers vouchers, PRs, PPMPs, students related requests, communications (incoming & outgoing), job requests, payrolls, and other important documents.
COACHING		January 2023 to June 2023			Assists the preparation of snacks for CFES Regular Faculty Meeting
		January 2023 to June 2023		As alternate dDRC	<ul style="list-style-type: none"> Helps in cascading of OVPAA SWOT, OTP, ROAM, NEIP & WFP for 2023 Helps in cascading of CFES SWOT, OTP, ROAM, NEIP & WFP for 2023

NOTE: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


DENNIS P. PEQUE
 Dean, CFES 7/5/23

Noted by:


BEATRIZ S. BELONIAS
 VP for Academic Affairs 7/24/23



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2023

Name of Staff: Celso P. Godoy Position: Administrative Aide III

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		53				

N/A

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		53				
Average Score		4.82				

Overall recommendation : Outstanding


DR. DENNIS P. PEQUE
 Printed Name and Signature
 Head of Office 2/5/22

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Celso P. Godoy
Performance Rating : 4.81 (Outstanding) January – June 2023

Aim: To improve percentage of requested documents on time and securing CFES building after use

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

Date: January 2023

Target Date: March 2023

First Step:

Monitor Mr. Godoy's performance regarding faculty request of documents and in securing the CFES building

Result:

Some requested documents were facilitated and prepared on time and building security has improved.

Date: April 2023

Target Date: June 2023

Next Step:

One-on-one meeting with Mr. Godoy

Outcome:

His performance specific to document facilitation and preparation and in securing CFES building has improved.

Final Step/Recommendation:

Required Mr. Godoy to report on weekdays & facilitate the routing of documents as required by the faculty and always check CFES buildings (door locks, electric fans, etc.) for security reasons before leaving the office

Prepared by:

DENNIS P. PEQUE

Unit Head 7/5/23

Conforme:

CELSO P. GODOY
Ratee 7/5/23