

Annex P

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	4.5	X 70%	3.15
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.56	X 30%	1.37
TOTAL NUMERICAL RATING			4.52

TOTAL NUMERICAL RATING: 4.52
 Add: Additional Approved Points, if any: 0
 TOTAL NUMERICAL RATING: 4.52

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

7/25/18
JAIME B. BERONDO
 Name of Staff

Reviewed by:

7/1/18
DENNIS P. PEQUE
 Department/Office Head

Recommending Approval:

7/3/18
DENNIS P. PEQUE
 Dean

Approved:

7/1/18
BEATRIZ S. BELONIAS
 Vice President

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

WATER RESOURCES DIVISION

WATER RESOURCES DIVISION

1. Name of Project	2. Location	3. Purpose
4. Description of Project	5. Estimated Cost	6. Estimated Benefit
7. Estimated Cost	8. Estimated Benefit	9. Estimated Benefit
10. Estimated Cost	11. Estimated Benefit	12. Estimated Benefit

UNITED STATES DEPARTMENT OF THE INTERIOR

WATER RESOURCES DIVISION
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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JAIME B. BERONDO**, Staff 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, 2018**.

JAIME B. BERONDO

Ratee

Approved:

DENNIS P. PEQUE

Head of Unit

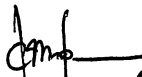
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Timber Inventory	No. of Trees Inventoried	Conduct Inventory (PBH, Tree Height, GPS Reading)	200	220/200 (110%)	4	4	4	4	
Monitoring Services (Forest Protection)	No. of bamboo and firewood collectors supervised	Supervised and monitored bamboo and firewood collectors	35	40/35 (114.29%)	5	5	5	5	
	No. of flowering and fruiting mother trees monitored	Monitored flowering and fruiting mother trees in VSU reservation	110	115/110 (104.54%)	3	3	3	3	
	No. of bamboo and firewood permits issued	Issued permits to bamboo and firewood collectors	25	30/25 (120%)	5	5	5	5	
	No. of forest violators apprehended	Apprehend forest violators	20	25/20 (125%)	5	5	5	5	
	No. of letters delivered to forest violators	Delivered invitation letters to forest violators and LGUs for settlement	3	5/3 (166.67%)	5	5	5	5	
	No. of forest violation letters prepared and submitted	Prepared and submitted forest violation report	3	5/3 (166.67%)	5	5	5	5	
Tree Planting Services	No. of students supervised in tree planting	Supervised graduating students tree planting activities	100	110/100 (110%)	5	5	5	5	
Supervising Services	No. of hectares delineated for tree plantation	Delineated degreeded area for tree planting	4	6/4 (150%)	4	4	4	4	

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Other Services	No. of faculty and staff assisted in laboratory classes	Assisted CFES faculty and staff in laboratory class, messengerial, janitorial activity.	4	6/4 (150%)	4	4	4	4	
Total Over-all Rating								4.5	

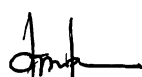
Average Rating (Total Over-all rating divided by 4)		
Additional points:		
Approved Additional Points (with copy of the approval)		
FINAL RATING	4.5	
ADJECTIVAL RATING	Very Satisfactory	

Comments & Recommendations for Development Purpose:
 Intensify forest protection work by conducting IEC, community meetings, also do regular monitoring of flowering/fruiting trees.


Evaluated and Rated by:


DENNIS P. PEQUE 7/7/18
 Unit Head
 Date: _____

Recommending Approval:


DENNIS P. PEQUE 7/7/18
 Dean, CFES
 Date: _____

Approved:


BEATRIZ S. BELONIAS
 Vice President
 Date: _____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June, 2018

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

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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	73				
Average Score	4.56				

Overall recommendation : _____


DENNIS P. PEQUE
 Name of Head

Dear Sir,
I have the honor to acknowledge the receipt of your letter of the 28th inst. in relation to the above matter.

I am sorry to hear that you are having trouble with the machine.

I have been thinking about this matter and I am sure that I can help you in some way.

I will be glad to send you a copy of the manual for the machine.

I am sure that you will find it very helpful.

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EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Jaime B. Berondo
Performance Rating : 4.52 (Very Satisfactory) January – June 2018

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 2018 Target Date: March 2018

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 2018 Target Date: June 2018

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 Saturdays for the continued protection and management of VSU Forest Reserve

Prepared by:


DENNIS P. PEQUE
Unit Head

Conformed:

JAIME B. BERONDO
Ratee

CHARTERED AIRCRAFT FLIGHT

Name of Pilot: [Name]
Date of Flight: [Date]
Time of Flight: [Time]

Altitude: [Altitude]
Speed: [Speed]
Direction: [Direction]
Remarks: [Remarks]

Date: [Date]
Time: [Time]

Location: [Location]
Remarks: [Remarks]

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Date: [Date]
Time: [Time]

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