



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: REYNALDO N. GLORIA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.57	70%	3.20
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.42	30%	1.33
TOTAL NUMERICAL RATING			4.53

TOTAL NUMERICAL RATING: 4.53

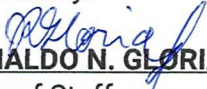
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:


FINAL NUMERICAL RATING 4.53

ADJECTIVAL RATING: Very Satisfactory

Prepared by:


REYNALDO N. GLORIA
Name of Staff

Reviewed by:


ANATOLIO N. POLINAR
Department/ Office Head

Recommending Approval:


ARTURO E. PASA
Dean/Director

Approved:


ROTACIO S. GRAVOSO
Vice President for Academic Affairs



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **REYNALDO N. GLORIA** 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, 2024**.

REYNALDO N. GLORIA

Ratee *07/19/2024*

Approved:

ANATOLIO N. POLINAR

Head of Unit *07/19/2024*

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO 4 Extension Services									
	PI 9. Additional outputs								
	No. of persons trained & supervised	Assisted in the supervision of Clonal and DFS Nursery workers	4	4/4 (100%)	4.5	4.5	4.5	4.5	N.Vicente C., C.Barcos, F. Vilbar, B.Tabaranza
	No. of nursery facilities improved maintained and Protected	Improved, maintained and Protected nursery facilities	12	12/12 (100%)	4.5	4.5	4.5	4.5	Forest Nursery, (Lonal Building, Hedge Garden, Beds, Raised Bed, F.N. road)
	No. of staff assisted in forest rehabilitation and protection	Supervised laborers in the improvement, maintenance and Protection of Forest nursery facilities	4	4/4 (100%)	4	5	4	4.33	N.Vicente C., C.Barcos, F. Vilbar, B.Tabaranza
	No. of seedlings planted	Spearheaded in the establishment of tree plantation	3500	5000/3500 (142%)	4.5	4.5	4.5	4.5	VSU Forest Reservation Area
	No of hectares planted maintained and protected	Planting of fast growing trees	2 1/2	3/2.5 (120%)	4	4.5	4.5	4.33	VSU Forest Reservation Area

	No. of laborers supervised and assisted in tree planting activities	Supervised and assisted in the planting activities	4	4/4 (100%)	4.5	5	5	4.83	N.Vicente C., C.Barcos, F. Vilbar, B.Tabaranza
	No. of established/Planted clonal hedge garden plots	Facilitated the establishment of Clonal hedge garden	4	4/4 (100%)	4.5	5	4.5	4.67	1 big hedge garden, 3 small hedge garden
	No. of additional clonal garden plots prepared	Facilitated the preparation and establishment of additional hedge garden plots	4	4/4 (100%)	5	5	5	5	1 big hedge garden, 3 small hedge garden
	No. of wildlings collected	Assisted in the collection of wildlings for use in the nursery	10,150	10,700/10,150 (105%)	4.5	4.5	4.5	4.5	Assorted Wildlings Collected
	No. of seedlings maintained	Maintained raised seedlings	7,350	9270/7350 (126%)	4.5	5	5	4.83	R.Gloria, N.Vicente, C.Barcos, F.Vilbar, B.Tabaranza
	Area monitored/protected	Monitored and protected forest reservation	15 ha	15/15 (100%)	4	4.5	4	4.17	R.Gloria, N.Vicente, C.Barcos, F.Vilbar, B.Tabaranza
	Performed the following nursery operations:	Implemented nursery operation activities							
	Bagging		9,000 bags	10,500/9000 (116%)	5	4.5	4.5	4.67	R.Gloria, N.Vicente, C.Barcos, F.Vilbar, B.Tabaranza
	Watering		3 days/week	4/3 (133%)	5	4.5	4.5	4.67	B.Tabaranza (1 laborer assigned /day)
	Weeding		5 days/week	4/5 (80 %)	4.5	4.5	4.5	4.5	4 Laborers assigned
	Sorting of seedlings		4 weeks/yr.	4/4 (100%)	4.5	4.5	4.5	4.5	4 Laborers assigned
Total Over-all Rating								68.50	
Average Rating				4.57	Comments & Recommendations for Development Purpose: There's a need for him to be exposed to nursery and Forest Protection training/seminar for additional information to make his more effective and efficient worker.				
Additional points:									
Approved Additional Points (with copy of the approval)									
FINAL RATING				4.57					

ADJECTIVAL RATING

Very Satisfactory

Evaluated by:


ANATOLIO N. POLINAR

Unit Head

Date: July 19, 2024

1- Quality

2 - Efficiency

3 - Timeliness

4 - Average

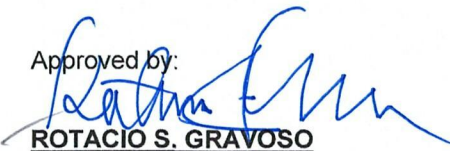
Recommending Approval:


ARTURO E. PASA

Dean, CFES

Date: July 23, 2024

Approved by:


ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: 9/24/24

PERFORMANCE MONITORING AND COACHING JOURNAL


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

Name of Office : Department of Forest Science
Head of Office : Dr. Anatolio N. Polinar
Number of Personnel : 7 Permanent Faculty

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Faculty Meeting		Minutes of Meeting	Dean's Memo/Head's Memo		Regular monthly meeting
Office & Class Attendance				Log book; DTR's	DFS Faculty & Staff (January – June 2024)
Attendance to university & college activities/programs/seminars/workshops			University memos & invitation sent via VSU email	Attendance, Program certificates	
Compliance of University Memos			University Memos	Compliance Report	
Leaves (SL, VL, CDO, etc.)				Application and approval for Leave form	DFS Faculty & staff (January – June 2024)
Following-up documents	Utility workers/ Office Clerks / Admin Staff			Scheduled	Daily / Weekly
Travels		Updates during meetings		Travel Orders, Pass Slips, FM-VPA-03 Certificate of appearance	
Coaching					
Classroom Management & Teaching Methods	Faculty Consultation			Classroom Observation (Forms and logbooks)	(January – June 2024).


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

Conducted by:


ANATOLIO N. POLINAR
Immediate Supervisor

Noted by:


ARTURO E. PASA
Dean, CFES


ROTACIO S. GRAVOSO
Vice President for Academic Affairs

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	
MFO 1. Advanced & Higher Education Services	Teaching									
PI 1. Instruction	Instructional Materials Developed/ Revised & Utilized	RSCome	JANUARY-JUNE 2024	Submits Course Syllabi	Prepares lecture materials	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	FSci142, Fory198, FORY236, Fory299 All lec & Lab
		HLMondal	JANUARY-JUNE 2024	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	Fory 234, ForE134, Fmgt 126, All lec & lab
		AEPasa	JANUARY-JUNE 2024	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	FORY284, Fory 206, FGov133, FMgt 128, All lec & lab
		TAPatindol	JANUARY-JUNE 2024	Submits Course Syllabi	Develops lecture guide	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	FORY 234, ForE 149, Envi 124. All lec & lab
		DPPeque	JANUARY-JUNE 2024	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	FMgt 124, LAMP 234, all lec & lab
		ANPolinar	JANUARY-JUNE 2024	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	Fgov 136, FSci112, all lec & lab
		SOBernaldez	JANUARY-JUNE 2024	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	
	Reviewed/ Approves Thesis/Field Practice Manuscript	RSCome	JANUARY-JUNE 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	Paña, Elbiña Muñoz, Escobido, Cabusas, Bahinting, Francia,

	s/Lab Exercises									Maglacion, Malinao
		<i>TAPantindol</i>	JANUARY-JUNE 2024				Review Outlines	Review Outlines	Review Outlines	Lumba, Reyes, Gamutan, Item, Truya, Lorejas
		<i>HLMondal</i>	JANUARY-JUNE 2024				Review Outlines	Review Outlines	Review Outlines	Guinocor, Flores, Tabios
		<i>AEPasa</i>	JANUARY-JUNE 2024				Review Outlines	Review Outlines	Review Outlines	Moreno, Cortez, Lomocso, Austria, Baledo
		<i>DPPeque</i>	JANUARY-JUNE 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	Sastre, Aguilar, Recosana, Lopez
		<i>ANPolinar</i>	JANUARY-JUNE 2024				Review Outlines	Review Outlines	Review Thesis Manuscripts	Lagahit, Macuto, Caindoc,
		<i>SOBernaldez</i>	JANUARY-JUNE 2024				Review Outlines	Review Outlines	Review Thesis Manuscripts	Esmedia, Banayag, Truya
	Spent Hours For Students Consultations	<i>HLMondal</i>	JANUARY-JUNE 2024	Daily 12-1, 5-6	Daily 12-1, 5-6	Daily 8-5	Daily 8-5	Daily 12-1, 5-6	Daily 12-1, 5-6	Guinocor, Flores, Tabios
		<i>AEPasa</i>	JANUARY-JUNE 2024	Daily, 12:00 -1:00	Daily, 12:00 -1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	Moreno, Cortez, Lomocso, Austria, Baledo
		<i>DPPeque</i>	JANUARY-JUNE 2024	Daily 12-1, 5-6	Daily 12-1, 5-6	Daily 8-5	Daily 8-5	Daily 8-5	Daily 8-5	Sastre, Aguilar, Recosana, Lopez
		<i>ANPolinar</i>	JANUARY-JUNE 2024	Daily, 12:00 -1:00	Daily, 12:00 -1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	Lagahit, Macuto, Caindoc FSci112 & FGov136 students
		<i>TAPatindol</i>	JANUARY-JUNE 2024	Daily, 12:00 -1:00	Daily, 12:00 -1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	Lumba, Reyes, Gamutan, Item, Truya, Lorejas
		<i>RSCome</i>	JANUARY-JUNE 2024	Daily, 12:00 -1:00	Daily, 12:00 -1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	Paña, Elbiña Muñez, Escobido, Cabusas, Bahinting, Francia,

										Maglacion, Malinao
		SOBernaldez	JANUARY-JUNE 2024	Daily, 12:00 -1:00	Daily, 12:00 - 1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	Esmedia, Banayag,
	Gives Assignments, Quizzes, Exams, Etc.	AEPasa	JANUARY-JUNE 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Thursdays
		RSCome	JANUARY-JUNE 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Tuesdays, Wednesdays, Thursdays
		DPPeque	JANUARY-JUNE 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Thursdays, Saturday
		ANPolinar	JANUARY-JUNE 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Tuesdays, Wednesdays, Thursdays, Fridays
		HLMondal	JANUARY-JUNE 2024			Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Tuesday, Wednesdays, Thursdays, Fridays
		TAPatindol	JANUARY-JUNE 2024			Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Tuesdays, Thursday
		SOBernaldez	JANUARY-JUNE 2024			Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Tuesdays, Thursday
	Submits Grade Sheets	TAPatindol	JANUARY-JUNE 2024			Midterm Grades			Final Grades	Fsci124n, ForE149, FORY224 All lec & Lab
		RSCome	JANUARY-JUNE 2024			Midterm Grades			Final Grades	Fsci142, ForY198n,

										FORY236, Fory199, FORY299 All lec & Lab
		<i>HLMondal</i>	JANUARY- JUNE 2024			Midterm Grades			Final Grades	ForE 134, FMgt 126, FORY234 All lec and Lab
		<i>AEPasa</i>	JANUARY- JUNE 2024			Midterm Grades			Final Grades	FGov124n, FMgt128, FORY284 All lec and Lab
		<i>DPPeque</i>	JANUARY- JUNE 2024			Midterm Grades			Final Grades	FMgt 124, FORY 238
		<i>ANPolinar</i>	JANUARY- JUNE 2024			Midterm Grades			Final Grades	FSci 112, FGov 136n Lec and Lab
		<i>SOBernalde z</i>	JANUARY- JUNE 2024			Midterm Grades			Final Grades	Fsci 124n, Fory 199, FMgt 124, Ecol 21f all lecl and lab
	Prepares power point lecture materials	<i>TAPatindol</i>	JANUARY- JUNE 2024	Mondays, Wednesday s, Fridays, Tuesdays	Mondays, Wednesdays , Fridays, Tuesdays	Mondays, Wednesdays, Fridays, Tuesdays	Mondays, Wednesdays , Fridays, Tuesdays	Mondays, Wednesdays , Fridays, Tuesdays	Mondays, Wednesdays, Fridays, Tuesdays	Fsci124n, ForE149, FORY224 All lec & Lab
		<i>AEPasa</i>	JANUARY- JUNE 2024	Tuesdays, Thursdays	Tuesdays, Thursdays	Tuesdays, Thursdays	Tuesdays, Thursdays	Tuesdays, Thursdays	Tuesdays, Thursdays	FGov124n, FMgt128, FORY284 All lec and Lab
		<i>RSCome</i>	JANUARY- JUNE 2024	Wednesday s, Fridays	Wednesdays , Fridays	Wednesdays, Fridays	Wednesdays , Fridays	Wednesdays , Fridays	Wednesdays, Fridays	Fory199, FGov134n, FORY234
		<i>DPPeque</i>	JANUARY- JUNE 2024	Tuesdays	Tuesdays	Tuesdays	Tuesdays	Tuesdays	Tuesdays	Mgt 124, FORY 238
		<i>ANPolinar</i>	JANUARY- JUNE 2024	Mondays, Wednesday s, Fridays	Mondays, Wednesdays , Fridays	Mondays, Wednesdays, Fridays	Mondays, Wednesdays , Fridays	Mondays, Wednesdays , Fridays	Mondays, Wednesdays, Fridays	FSci 112, FGov 136n Lec and Lab
		<i>HLMondal</i>	JANUARY- JUNE 2024	Mondays, Wednesday s, Fridays	Mondays, Wednesdays , Fridays	Mondays, Wednesdays, Fridays	Mondays, Wednesdays , Fridays	Mondays, Wednesdays , Fridays	Mondays, Wednesdays, Fridays	ForE 134, FMgt 126, FORY234 All lec and Lab

		SOBernaldez	JANUARY-JUNE 2024	Mondays, Tuesdays, Thursday	Mondays, Tuesdays, Thursday	Mondays, Tuesdays, Thursday	Mondays, Tuesdays, Thursday	Mondays, Tuesdays, Thursday	Mondays, Tuesdays, Thursday	Fsci 124n, Fory 199, FMgt 124, Ecol 21f all lecl and lab
MFO 2. Research Services	Conducts Researches	AEPasa	JANUARY-JUNE 2024	Project Tarsier for HSSE,						In-Country Coordinator Ongoing
		DPPeque	JANUARY-JUNE 2024			Green Carbon Inventory in Paranas Karst Forest				As Co-Project Leader
	Makes appointments	AEPasa	JANUARY-JUNE 2024	Green Carbon Inventory Research in Paranas, Samar	LGU's Climate Change Adaptive Capacity in Climate-Prone and Vulnerable in Eastern Visayas (Phase II)					As Project Leader (Ongoing)
		DPPeque	JANUARY-JUNE 2024	Component 3 "Developing a smart and Sustainable Disaster Management Model for eastern Visayas"						As Component Leader
		AEPasa	JANUARY-JUNE 2024	Land Valuation/ Appraisal, Surveying and Assessment of LEIZ-Core in Merida, Leyte						As Co-Study Leader

		<i>RSCome</i>	JANUARY-JUNE 2024			" CITIZEN-SDSS: Using Citizen Science approaches and Spatial Decision Support Systems to foster nature-based solutions to sustain and expand the remaining forest landscapes of the Philippines"				As Project Leader (Ongoing)
MFO 3. Extension Services	ATTENDS training, SEMINAR and workshops	<i>RSCome, HLmondal</i>	JANUARY-JUNE 2024					" CITIZEN-SDSS: Using Citizen Science approaches and Spatial Decision Support Systems to foster nature-based solutions to sustain and expand the remaining forest landscapes of the Philippines"		Participant
		<i>AEPasa, ANPolinar</i>	JANUARY-JUNE 2024			Project Tarsier for HSSE		"VoMangrove Warriors Mangrove Rehabilitation"		Participant
		SOBernaldez	JANUARY-JUNE 2024					" CITIZEN-SDSS: Using Citizen Science approaches and Spatial		Participant

									Decision Support Systems to foster nature-based solutions to sustain and expand the remaining forest landscapes of the Philippines"	
		DPPeque	JANUARY-JUNE 2024					Component 3 "Developing a smart and Sustainable Disaster Management Model for eastern Visayas"		Participant
		ANPolinar, AEPasa, DPDeque	JANUARY-JUNE 2024				LGU's Climate Change Adaptive Capacity in Climate-Prone and Vulnerable in Eastern Visayas (Phase II)			Participant
MFO 4. Administration Services	Signs appointments, requests, certificates, and etc.	RSCome, HLmondal, ANPolinar, AEPasa, DPDeque, TAPatindol, SOBernaldez	JANUARY-JUNE 2024	registration forms for enrollment as course adviser			manuscript outline, transmittal, approval sheet, routing slip			manuscript outline, transmittal, approval sheet, routing slip
		AEPasa,	JANUARY-JUNE 2024	Dean	Dean	Dean	Dean	Dean	Dean	Reimbursement, Replenishment,

		<i>ANPolinar</i>		As Head	As Head	As Head	As Head	As Head	As Head	Payment Vouchers & PR & PPMP job order Contracts, bills, etc.
	Attends meetings.	<i>All DFS Faculty</i>	JANUARY-JUNE 2024	All DFS Faculty	All DFS Faculty	All DFS Faculty	All DFS Faculty	All DFS Faculty	All DFS Faculty	Departments, College, University Meetings
	Prepares minutes of meetings.	<i>HLMondal</i>	JANUARY-JUNE 2024	Once	Once	Once	Once	Once	Once	As Department/Coll ege Secretary
	Reviews communications, letters, requests and appointments.	<i>AEPasa ANPolinar</i>	JANUARY-JUNE 2024	Daily	Daily	Daily	Daily	Daily	Daily	Except When On Official Business/Seminars/Workshops
	Repairs tables, cabinets, doors, rooms and maintained CFES/DFS ornamental garden and etc.	<i>GSCirculad o</i>	JANUARY-JUNE 2024	Daily	Daily	Daily	Daily	Daily	Daily	CFES Rooms and other infrastructures
	Perform Nursery and Forest Protection activities	<i>RNGloria</i>	JANUARY-JUNE 2024	Produced tree seedlings, collect seedlings/wildlings, monitor and conduct patrolling activities	Produced tree seedlings, collect seedlings/wildlings, monitor and conduct patrolling activities	Produced tree seedlings, collect seedlings/wildlings, monitor and conduct patrolling activities	Produced tree seedlings, collect seedlings/wildlings, monitor and conduct patrolling activities	Produced tree seedlings, collect seedlings/wildlings, monitor and conduct patrolling activities	Produced tree seedlings, collect seedlings/wildlings, monitor and conduct patrolling activities	Tree seedling production, patrolling and monitoring of flowering mother trees
	Releases permits for bamboo cutting/fuel wood	<i>ANPolinar RMLaurino</i>	JANUARY-JUNE 2024		Residents From Utod, Patag, Gabas	Residents From Utod, Patag, Gabas	Residents From Utod, Patag, Gabas	Residents From Utod, Patag, Gabas	Residents From Utod, Patag, Gabas	Around 450 Permits Released

	Performs bagging, sorting, weeding and watering of plants.	RNGloria RMLaurino	JANUARY- JUNE 2024	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	Weekly, Every Other Day
	Inventory of trees for cutting/pruning	RMLaurino	JANUARY- JUNE 2024	Inventory and make reports	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	As requested by offices or individual person

Prepared by:


ANATOLIO N. POLINAR
 Unit Head

PERFORMANCE MONITORING FORM

Name of Employee: **REYNALDO N. GLORIA**

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 supervision of Clonal and DFS Nursery workers	Very Impressive	January 1, 2024	June 2024	June 30, 2024	Very Impressive	Outstanding	Keep up the good work.
2	Improved and maintained nursery facilities	Very Impressive	January 1, 2024	June 2024	June 30, 2024	Very Impressive	Outstanding	Keep going.
3	Improved and maintained nursery facilities	Very Impressive	January 1, 2024	June 2024	June 30, 2024	Impressive	Very Satisfactory	Ensure to submit weekly report
4	Spearheaded in the establishment of tree plantation	Very Impressive	January 1, 2024	June 2024	June 30, 2024	Impressive	Very Satisfactory	Ensure that maintenance activities shall be conducted
5	Supervised and assisted in the planting activities	Very Impressive	January 1, 2024	June 2024	June 30, 2024	Impressive	Very Satisfactory	Keep going.
6	Facilitated the establishment of Clonal hedge garden	Very Impressive	January 1, 2024	June 2024	June 30, 2024	Impressive	Very Satisfactory	Improve performance
7	Assisted in the collection of wildlings for use in the nursery	Very Impressive	January 1, 2024	June 2024	June 30, 2024	Very Impressive	Outstanding	Has to collect diversified species of wildlings
8	Maintained raised seedlings	Very Impressive	January 1, 2024	June 2024	June 30, 2024	Very Impressive	Outstanding	Improve Performance
9	Monitored and protected forest reservation at the vicinity of forest nursery	Very Impressive	January 1, 2024	June 2024	June 30, 2024	Impressive	Very Satisfactory	Needs to submit weekly report
10	Implemented nursery operation activities	Very Impressive	January 1, 2024	June 2024	June 30, 2024	Very Impressive	Outstanding	Keep up the good work.

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


ANATOLIO N. POLINAR
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Reynaldo N. Gloria
Performance Rating : 4.53 Very Satisfactory

Aim: To improve and increase the seedling production in the nursery

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

Date: January 2024

Target Date: March 2024

First Step:

Monitor Mr. Gloria's performance regarding the targeted seedling production in the nursery

Result:

Improved and increased seedling production but needs improvement of the growth performance of the raised seedlings.

Date: April 2024

Target Date: June 2024

Next Step:

One-on-one meeting with Mr. Gloria

Outcome:

His performance specific to seedling production has improved.

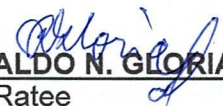
Final Step/Recommendation:

Requested Mr. Gloria to report on Saturdays to achieve the target seedling production. May also suggests ways on how to dispose seedlings at the right age, sizes and time.

Prepared by:


ANATOLIO N. POLINAR
Unit Head

Conforme:


REYNALDO N. GLORIA
Ratee



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2024

Name of Staff: REYNALDO N. GLORIA

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		53				
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						
Average Score		4.42				
Overall recommendation: .Has to come-up with nursery workplan of activities as guide in the implementation of nursery activities.						


ANATOLIO N. POLINAR
 Head, DFS