

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

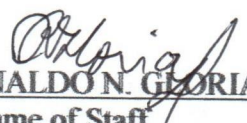
Name of Administrative Staff: **REYNALDO N. GLORIA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.88	X 70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.0	X 30%	1.20
<b>TOTAL NUMERICAL RATING</b>			4.62

TOTAL NUMERICAL RATING: 4.62  
 Add: Additional Approved Points, if any: 0  
 TOTAL NUMERICAL RATING: 4.62

ADJECTIVAL RATING: OUTSTANDING

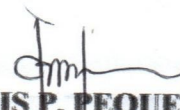
Prepared by:

  
**REYNALDO N. GLORIA**  
 Name of Staff


Reviewed by:

  
**DENNIS P. PEQUE**  
 Department/Office Head

Recommending Approval:

  
**DENNIS P. PEQUE**  
 Dean

Approved:

  
**BEATRIZ S. BELONIAS**  
 Vice President

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 **July to December, 2019**.

*Reynaldo N. Gloria*  
**REYNALDO N. GLORIA** 11/7/20  
Ratee

Approved:

*Dennis P. Ipeque*  
**DENNIS P. IPEQUE** 1/2/20  
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO 4 Extension Services									
	PI 9. Additional outputs								
	No. of persons trained	Assisted in the supervision of Clonal Nursery workers	4	4/4 (100%)	5	4	5	4.67	Barcos, Vicente, Tan, Fernandez
	No. of nursery facilities improved and maintained	As DFS Forest Nursery staff	10	10/10 (100%)	5	5	5	5	
	Assisted in forest rehabilitation and protection	As DFS Forest Nursery staff	8	6/8 (75%)	5	4	5	4.67	
	Assisted in tree planting activities	As DFS Forest Nursery staff	4	4/4 (100%)	5	5	5	5	Graduating masteral students
	Establish/Planted clonal hedge garden	As DFS Forest Nursery staff	4	4/4 (100%)	4	5	5	4.67	
	Prepare additional area for clonal garden	As DFS Forest Nursery staff	1	1/1 (100%)	5	5	4	4.67	
	facilities maintained/developed	As DFS Forest Nursery staff	3	4/3 (133.33%)	5	5	5	5	



	Performed the following nursery operations:	As DFS Forest Nursery staff								
	Bagging		2000/month	5000/2000 (250%)	5	5	5	5	5	5000 wildling/seedlings per month
	Watering		4 days/week	5/4 (125%)	5	5	5	5	5	Weekdays except Wednesday
	Weeding		3 days	4/3 (133.33%)	5	5	5	5	5	Every Monday
	Sorting of seedlings		1 week	2/1 (200%)	5	5	5	5	5	2 weeks per month
Total Over-all Rating										57.68

Average Rating		
Additional points:		
Approved Additional Points (with copy of the approval)		
FINAL RATING	4.88	
ADJECTIVAL RATING	Outstanding	

Comments & Recommendations for Development Purpose:  
 expand production of seedlings using the other native tree species who also produces ornamental trees for income generation.

Evaluated by:

*Dennis R. Peque*  
**DENNIS R. PEQUE**  
 Unit Head

Date: \_\_\_\_\_

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

Recommending Approval:

*Dennis R. Peque*  
**DENNIS R. PEQUE**  
 Dean, CFES

Date: \_\_\_\_\_

Approved by:

*Beatriz S. Belonias*  
**BEATRIZ S. BELONIAS**  
 Vice President

Date: \_\_\_\_\_

## PERFORMANCE MONITORING FORM

Name of Employee: REYNALDO N. GARCIA

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	Assists in the Forest Rehabilitation and Protection Program.	Very Impressive	July 1, 2019	December 31, 2019	December 31, 2019	Impressive	Very Satisfactory	
2	Maintains and develops facilities in Forest Nursery.	Very Impressive	July 1, 2019	December 31, 2019	December 31, 2019	Very Impressive	Outstanding	
3	Assists in Tree planting activity.	Very Impressive	July 1, 2019	December 31, 2019	December 31, 2019	Impressive	Very Satisfactory	
4	Performs nursery operations such as bagging, watering, weeding, and sorting of seeds.	Very Impressive	July 1, 2019	December 31, 2019	December 31, 2019	Very Impressive	Outstanding	
5	Supervise and helps Nursery workers.	Very Impressive	July 1, 2019	December 31, 2019	December 31, 2019	Very Impressive	Outstanding	

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

\*\*Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

DENNIS P. PEQUE  
Unit Head



# Annex O

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December, 2019

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		44				
<b>B. Leadership &amp; Management (<i>For supervisors only to be rated by higher supervisor</i>)</b>		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		44				
Average Score		4				

Overall recommendation : \_\_\_\_\_

  
**DENNIS P. PEQUE**  
 Name of Head



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Reynaldo N. Gloria  
Performance Rating : 4.62 (Outstanding) July - December 2019

Aim: To improve and increase seedling production in the nursery

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

Date: July 2019

Target Date: September 2019

First Step:

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

Result:

Seedling production improved and increased but needs further improvement

Date: October 2019

Target Date: December 2019

Next Step:

One-on-one meeting with Mr. Gloria


Outcome:

His performance specific to seedling production has improved.

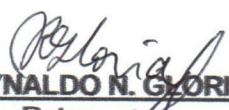
Final Step/Recommendation:

Requested Mr. Gloria to report on Saturdays to achieve the target seedling production

Prepared by:

  
DENNIS P. PEQUE  
Unit Head

Conforme:

  
REYNALDO N. GLORIA  
Ratee