



**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	4.75	70%	3.33
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.45
<b>TOTAL NUMERICAL RATING</b>			<b>4.78</b>

TOTAL NUMERICAL RATING: 4.78  
Add: Additional Approved Points, if any: -  
TOTAL NUMERICAL RATING: 4.78


FINAL NUMERICAL RATING 4.78

ADJECTIVAL RATING: **Outstanding**


Prepared by:   
CELSO P. GODOY  
Name of Staff 6/20/22

Reviewed by:   
DENNIS P. PEQUE  
Dean CFES 6/20/22

Recommending Approval:

  
DENNIS P. PEQUE  
Dean/Director 6/20/22


Approved:

  
BEATRIZ S. BELONIAS  
Vice President for Academic Affairs


"Exhibit B"

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, 2022**.

  
**CELSO P. GODOY**  
Ratee *6/20/22*

Approved:

  
**DENNIS P. PEQUE**  
Head of Unit *6/20/22*

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>	
<b>ADMINISTRATIVE SUPPORT SERVICES</b>									
<b>Efficient and customer-friendly frontline</b>	0% complaint from client served	100% no complaint	100% no complaint	No complaint	5	5	5	5	As per customer feedback report
	Releases Examination Permit, Registration Permit, Assessment and Student's	Released student's documents	46 (23)	45/23 (196%)	5	5	5	5	Registration Permits for BSF Students
<b>Messengerial Services</b>	Number of documents delivered, facilitated and processed within the day of receipt	Delivered, facilitated and processed documents within the day of receipt	99 (49.5)	50/49.5 (101%)	5	5	5	5	Communication letter, payroll, contract, appointments, etc.
<b>Janitorial Services</b>	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	1 office	5	5	5	5	CFES-DFS Building
			6 classrooms	6 classrooms					
			5 CR's	5 CR's					
	Opening and closing of offices and classrooms	Daily Accomplished	1 Deans office	1 DFS Head's Office & 1 Dean's Office	5	5	5	5	CFES-DFS Building
			6 classrooms	6 classrooms					
			1 admin. Office	2 Admin Offices					


	Photocopying incoming communications and other documents.	Photocopied documents	59 (29.5)	57/29.5 (193.22%)	5	5	5	5	contracts, etc.
<b>Additional Outputs</b>	Support Services	No. of supplies/materials withdrawn from SPPMO warehouse for urgent use (per item)	39 (19.5)	15/19.5 (78%)	4	4	4	4	Gasoline, 2T oil, 24T oil, Diesel.
		No. of hours assisted in the supervision of construction workers	61 (30.5)	30/30.5 (98%)	4	4	4	4	Ripraping of open ditch
Total Over-all Rating									

<b>Average Rating</b>		
<b>Additional points:</b>		
Punctuality		
Approved Additional Points (with copy of the		
<b>FINAL RATING</b>		
<b>ADJECTIVAL RATING</b>		

**Comments & Recommendations for Development Purpose:**


*Continue to become an excellent model to your coworkers!*

Evaluated and Rated by:

  
**DENNIS P. PEQUE**  
Unit Head  
Date: 6/25/20

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

Approved by:

  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs  
Date: 7/25/20



## 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, 2022	June 30, 2022	June 30, 2022	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, 2022	June 30, 2022	June 30, 2022	Impressive	Very Satisfactory	Ensure to follow up daily.
3	Maintains the proper upkeep of the office and its surroundings.	Very Impressive	January 1, 2022	June 30, 2022	June 30, 2022	Impressive	Very Satisfactory	Keep going.
4	Monitors the properties and equipment of the office, and facilitating energy conservation.	Very Impressive	January 1, 2022	June 30, 2022	June 30, 2022	Very Impressive	Outstanding	Good work.
5	Assists and monitors the delivery and issuance of construction materials.	Very Impressive	January 1, 2022	June 30, 2022	June 30, 2022	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 8/30/22





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2022

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

NA

Total Score					57
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</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					
Average Score					

Overall recommendation : Recommending him for a step increment!

  
**DR. DENNIS P. PEQUE**  
 Head of Office 6/20/22



**"EXHIBIT G"**

## Performance Monitoring and Coaching Journal

✓	1 <sup>st</sup>	<b>Q U A R T E R</b>
✓	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

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

	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING	January 2022		OP MC #s 138, 139 & 140, series of 2021. OP MC # 01 & 10, series of 2022	Chat	<ul style="list-style-type: none"><li>Follow up the submission of Annual Report for 2021 and Performance of CFES to the higher offices.</li><li>Tracts JO Contract for January – June 2022.</li><li>Submits to higher offices the updated work from home arrangement of CFES faculty and staff.</li></ul>
		January 2022	OP MC # 01, 03, 08, & 10, series of 2022	Email and group chat	<ul style="list-style-type: none"><li>Set deadlines and updates for some outputs to be submitted:<ul style="list-style-type: none"><li>Course syllabi for 2<sup>nd</sup> Semester SY 2021-2022 – February 11, 2022</li><li>RFCA Reports and CAPs – January 14, 2022</li><li>Updated PDS, CV, PDF – January 3, 2022</li></ul></li></ul>
		February 2022	OP MC # 11, series of 2022	Email and group chat	Follow up on the submission of documents for payment of snacks re COA Notice of Suspension
	January to June 2022		OP MC # 06 & 07, series of 2022		<ul style="list-style-type: none"><li>Follow up on the delivery of vouchers, PRs, PPMPs, students related requests, communications (incoming &amp; outgoing), job requests, payrolls, and other important documents.</li><li>Participates in the “alay linis” activity of the university</li><li>Opens and closes classrooms and offices.</li></ul>

					<ul style="list-style-type: none"> <li>Assists in the supervision of constructions workers</li> </ul>
COACHING		April 2022		Notice of Meeting	<ul style="list-style-type: none"> <li>Cascading of OVPAA SWOT, OTP, ROAM, NEIP &amp; WFP for 2022</li> <li>Cascading of CFES SWOT, OTP, ROAM, NEIP &amp; WFP for 2022</li> <li>Cascading of ISO Procedure Manuals</li> </ul>

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

Conducted by:

  
**DENNIS P. PEQUE**

Immediate Supervisor

Dean, CFES *6/10/22*

Noted by:

  
**BEATRIZ S. BELONIAS**

Next Higher Supervisor

Vice President for Academic Affairs *7/10/22*



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Celso P. Godoy  
Performance Rating : 4.78 (Outstanding) January – June 2022

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 2022

Target Date: March 2022

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 2022

Target Date: June 2022

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 *6/30/22*

Conforme:

  
**CELSO P. GODOY**  
Ratee *6/30/22*