

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

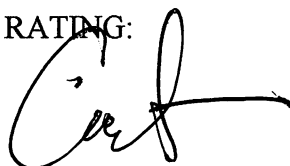
Name of Administrative Staff: **GEORGE S. CIRCULADO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.67	X 70%	3.27
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.73	X 30%	1.42
<b>TOTAL NUMERICAL RATING</b>			<b>4.69</b>

TOTAL NUMERICAL RATING: 4.69  
 Add: Additional Approved Points, if any: 0  
 TOTAL NUMERICAL RATING: 4.69

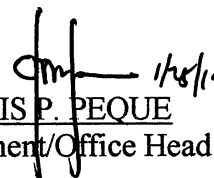
ADJECTIVAL RATING: OUTSTANDING

Prepared by:




**GEORGE S. CIRCULADO**  
Name of Staff

Reviewed by:



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

Recommending Approval:



**DENNIS P. PEQUE**  
Dean

Approved:



**BEATRIZ S. BELONIAS**  
Vice President

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CONSTITUTION OF FINAL INTERNATIONAL BATTING FOR  
ADMINISTRATIVE USE

STANDARD FORM NO.

Name of Administrative Staff

Particulars (1)	Number of Balls (2)	Number of Wickets (3)	Number of Runs (4)
1. Number of balls per 100	100	100	100
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TOTAL INTERNATIONAL BATTING  
A. All International Batters  
B. All International Batters

100

AGGREGATE BATTING

100

100

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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, GEORGE S. CIRCULADO 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 September to December, 2018.

GEORGE S. CIRCULADO

Ratee

Approved:

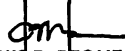
DENNIS P. PEQUE

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>	
<b>MFO 4 Extension Services</b>									
	<b>PI 9. Additional outputs</b>								
	No. of repaired furnitures	Repairs furnitures (chairs, tables, cabinets and other furnitures that needs to be repaired)	2/month	3/2(150%)	5	5	5	5	Dean's Office Cabinet, Table of Storage room and etc.
	No. of repaired rooms	Doors, windows, tiles, door jamb and others that needs to be repaired	2	3/2(150%)	5	5	5	5	Storage room, avr room, function room.
	No. of maintained rooms and ceilings	Check or maintain ceilings of CFES rooms	2	3/2(150%)	5	5	5	5	AVR room, CF-C22 room, and CF-B21
	Maintains the lawns and surroundings	Mowes the lawns when needed	2/month	2/2(100%)	4	4	4	4	CFES lawn
	Assists in preparation area for nursery	Assists/prepares area for nursery	2	2/2(100%)	4	4	4	4	CFES Nursery
	Assists students in tree planting activity	Assists graduating students in tree planting as scheduled	2	3/2(150%)	5	5	5	5	HRTM, DVM, BSED
	Performs construction works	Constructs riprap, pathways, and canals of CFES Building	2	2/2(100%)	4	4	4	4	
	Performed the following operations:								
	Watering the plants	Water the plants	2days/week	3/2(150%)	5	5	5	5	

	Cleaning CR's/Rooms	Maintains cleanliness of CR's and rooms	Daily	Daily	5	5	5	5	
Total Over-all Rating								42	
Average Rating									Comments & Recommendations for Development Purpose:  Consider maintaining the lawns without even ask.
Additional points:									
Punctuality									
Approved Additional Points (with copy of the approval)									
FINAL RATING									
ADJECTIVAL RATING					4.67				
					Outstanding				

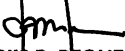
Evaluated by:

  
DENNIS P. PEQUE  
Unit Head

Date: 1/22/19


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

Recommending Approval:

  
DENNIS P. PEQUE  
Dean

Date: 1/22/19

Approved by:

  
BEATRIZ S. BELONIAS  
VP, Instruction

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

## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: September – December, 2018

Name of Staff: GEORGE S. CIRCULADO Position: Farm Worker

**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

<b>A. Commitment (both for subordinates and supervisors)</b>		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

Instrument for Performance Evaluation of Administrative Staff

Rating Scale: 1 = Poor, 2 = Fair, 3 = Satisfactory, 4 = Very Satisfactory, 5 = Outstanding  
 Name of Staff: \_\_\_\_\_ Position: \_\_\_\_\_

Instructions: Please evaluate the effectiveness of your subordinate in performing the following functions of his/her position. Indicate the degree of agreement with the statements by marking the appropriate number on the rating scale.

Rating	Qualitative Description
1	The staff fails to meet the requirements of the position.
2	The performance needs further development to meet the requirements of the position.
3	The performance meets the requirements of the position.
4	The performance exceeds the requirements of the position.
5	The performance always exceeds the requirements of the position.

Scale	1	2	3	4	5	Statement
1						1. The subordinate is sensitive to the needs and wishes of the clients and responds accordingly.
2						2. The subordinate is able to handle the work assigned to him/her with a minimum of supervision.
3						3. The subordinate is able to handle the work assigned to him/her with a minimum of supervision and is able to handle the work assigned to him/her with a minimum of supervision.
4						4. The subordinate is able to handle the work assigned to him/her with a minimum of supervision and is able to handle the work assigned to him/her with a minimum of supervision.
5						5. The subordinate is able to handle the work assigned to him/her with a minimum of supervision and is able to handle the work assigned to him/her with a minimum of supervision.
6						6. The subordinate is able to handle the work assigned to him/her with a minimum of supervision and is able to handle the work assigned to him/her with a minimum of supervision.
7						7. The subordinate is able to handle the work assigned to him/her with a minimum of supervision and is able to handle the work assigned to him/her with a minimum of supervision.
8						8. The subordinate is able to handle the work assigned to him/her with a minimum of supervision and is able to handle the work assigned to him/her with a minimum of supervision.
9						9. The subordinate is able to handle the work assigned to him/her with a minimum of supervision and is able to handle the work assigned to him/her with a minimum of supervision.
10						10. The subordinate is able to handle the work assigned to him/her with a minimum of supervision and is able to handle the work assigned to him/her with a minimum of supervision.

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	52				
<b>B. Leadership &amp; Management</b> ( <i>For supervisors only to be rated by higher supervisor</i> )	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	4.73				

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

 1/25/19  
**DENNIS P. REQUE**  
 Name of Head





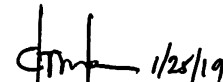
**PERFORMANCE MONITORING FORM**Name of Employee: **GEORGE S. CIRCULADO**

<b>Task No.</b>	<b>Task Description</b>	<b>Expected Output</b>	<b>Date Assigned</b>	<b>Expected Date to Accomplish</b>	<b>Actual Date Accomplished</b>	<b>Quality of Output*</b>	<b>Over-All Assessment Of Output**</b>	<b>Remarks/Recommendation</b>
1	Repairs cabinets, tables, chairs and other funitures.	Very Impressive	July 1, 2018	December 28, 2018	December 14, 2018	Impressive	Very Satisfactory	
2	Maintains rooms and ceilings.	Very Impressive	July 1, 2018	December 28, 2018	December 14, 2018	Very Impressive	Outstanding	
3	Assists in Tree planting acitivity.	Very Impressive	July 1, 2018	December 28, 2018	December 14, 2018	Impressive	Very Satisfactory	
4	Maintains the lawns and surroundings of CFES.	Very Impressive	July 1, 2018	December 28, 2018	December 14, 2018	Very Impressive	Outstanding	
5	Performs in watering the plants, cleaning the CR's and other task assigned by superior.	Very Impressive	July 1, 2018	December 28, 2018	December 14, 2018	Very Impressive	Outstanding	

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

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

Prepared by:

  
**DENNIS P. PEQUE**  
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : George S. Circulado  
Performance Rating : 4.69 (Outstanding) September – December 2018

Aim: To repair and maintain the rooms and furniture of the department.

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

Date: September 2018 Target Date: December 2018

First Step:

One- on one meeting with Mr. Circulado regarding his primary duty on improving the department's rooms and furniture.

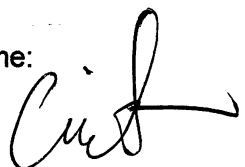
Result:

Rooms and furniture of the department have been repaired.  
\_\_\_\_\_  
\_\_\_\_\_

Prepared by:

  
**DENNIS F. PEQUE**  
Unit Head

Conforme:

  
**GEORGE S. CIRCULADO**  
Ratee

EMPLOYEE PERFORMANCE PLAN

Name of Employee : George J. Lawrence  
Performance Rating : 4.83 (Outstanding) - December 2010

Name of Employee :  
Performance Rating :

Aim: To recall and maintain the content and nature of the assessment.

Proposed Initiatives to Improve Performance and Contribution to  
Business Objectives:

Target Date: December 2011

Date: December 2011

First Step:

One-on-one meeting with Mr. George Lawrence to discuss the  
assessment results and future.

Result:

Focus and timing of the assessment have been reviewed.

Proposed:

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Comments:

George J. Lawrence  
Kings