



**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	4.88	70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.77	30%	1.43
<b>TOTAL NUMERICAL RATING</b>			<b>4.85</b>


TOTAL NUMERICAL RATING: 4.85

Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: 4.85

FINAL NUMERICAL RATING 4.85

ADJECTIVAL RATING: **Outstanding**


Prepared by:  
  
CELSD P. GODOY  
Name of Staff

Reviewed by:  
  
ARTURO E. PASA  
Dean, CFES

Recommending Approval:

  
ARTURO E. PASA  
Dean/Director

Approved:


  
ROTACIO S. GRAVOSO  
Vice President for Academic Affairs

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 **July to December, 2024**.

  
**CEL SO P. GODOY**  
Ratee

Approved:

  
**ARTURO E. PASA**  
Dean, CFES

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>	
ADMINISTRATIVE SUPPORT SERVICES									
Efficient and customer-friendly frontline service	0% complaint from client served	100% no complaint	100	100% no complaint	5	5	5	5	Based from the ISO Customer Feedback Report from July to November 2024
	Releases Examination Permit, Registration Permit, Assessment and Student's Copy of Grades	Assist in the release of student's documents	46	48/46 (104.35%)	5	5	5	5	Clearances Registration Permits
Messengerial Services	Number of documents delivered, facilitated and processed within the day of receipt	Delivered, facilitated and processed documents within the day of receipt	99	99/99 (100%)	5	5	5	5	Communications, RIS, Vouchers, Payrolls, DTRs, and Travel Orders, PRs, PPMPs
Janitorial Services	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	3 Offices	4.5	4.5	4.5	4.5	CFES and DFS Office/ CF-B12, A5, C21, C22, C23, AVR/DFS & CFES CRs, DFS Head's CR, Student's CR
			6 Classroom	6 Classrooms					
			5 CR's	5 CR's					
	Opening and closing of offices and classrooms	Daily Accomplished	1 Deans office	2 Offices	4.5	4.5	4.5	4.5	CFES and DFS Office  CF-B12, A5, C21, C22, C23, AVR  DFS & CFES CRs, DFS Head's CR, Student's CR
			6 Classroom	6 Classrooms					
			5CR's	5CR's					
	Photocopying incoming communications and other documents.	Photocopied documents	59	62/59 (106%)	5	5	5	5	Contracts of Services
Additional Outputs	Support Services	No. of supplies/materials withdrawn from SPPMO warehouse for urgent use (per item)	39	42/39 (108%)	5	5	5	5	Gasoline, Diesel, 2T, 4T, Folders

		No. of hours assisted in the supervision of construction workers	61	63/61 (103%)	5	5	5	5	CFES Grounds Maintenance
		No. of trainings attended		N/A					No trainings attended this period
Total Over-all Rating									

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

Evaluated and Rated by:



**ARTURO E. PASA**

Dean, CFES

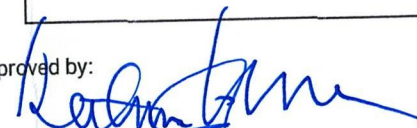
Date: \_\_\_\_\_

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

**Comments & Recommendations for Development Purpose:**

*Keep up the Good Work,*

Approved by:



**ROTACIO S. GRAVOSO**

Vice President for Academic Affairs

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



**"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. ARTURO E. PASA
NAME OF STAFF	<b>CELSO P. GODOY</b>

	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING	July to December 2024		OP MC #s 123, 168 s. of 2024	Logbook	<ul style="list-style-type: none"><li>• Delivers the Semi Annual and Quarterly Report for 2024 to submit to the higher offices.</li><li>• Follow up the JO Contract for July – December 2024</li><li>• Delivers RDI Semi Annual Report, Citizen's Charter, and PIA.</li></ul>
		July & August 2024	OP Memo #s 694 s. 2024. OVPAA MC # 32 s. 2024	Logbook	<ul style="list-style-type: none"><li>• Delivers the following outputs before the deadline to the higher offices:<ul style="list-style-type: none"><li>○ Course syllabi for 1st Semester SY 2024-2025</li><li>○ TOS for the Midterm Exam and Finals SY 2023-2024 2nd semester</li><li>○ Deadline of the submission of final grades for 2<sup>nd</sup> SY Sem 2023-2024.</li></ul></li></ul>


					<ul style="list-style-type: none"> <li>○ Data for Annual Report, IPCR, and OPCR.</li> </ul>
		August & December 2024	OPVAF Memo # 04 & 12, series of 2024	Logbook	Delivers the PR & PPMP for 2025 and other financial documents.
		July 2024 August 2024, October 2024		CFES MC No. 01 s. 2024	
		July 2024 to December 2024		Logbook	<ul style="list-style-type: none"> <li>● Delivers vouchers, PRs, PPMPs, students related requests, communications (incoming &amp; outgoing), job requests, payrolls, and other important documents.</li> </ul>
		July 2024 to December 2024	OP MC #116, 145, & 160 s. 2024		<ul style="list-style-type: none"> <li>● Participates Alay Linis</li> </ul>
<b>COACHING</b>		July 2024 to December 2024			<ul style="list-style-type: none"> <li>● Assists the preparation of snacks for CFES Regular Faculty Meeting</li> <li>● Assists in the preparation of the conduct of CFES Students Onboarding SY 2024-2025 and CFES Curriculum and Instruction Review 2024</li> <li>● Helps in the facilitation accommodations of the SUC Delegates for SCUAA.</li> </ul>
		July 2024 to December 2024		As alternate dDRC	<ul style="list-style-type: none"> <li>● Helps in cascading of of updated ISO PMs and GLs.</li> </ul>

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

Conducted by:

  
**ARTURO E. PASA**  
 Dean, CFES

Noted by:

  
**ROTACIO S. GRAVOSO**  
 VP for Academic Affairs

## TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JUL	AUG	SEP	OCT	NOV	DEC	
<b>MFO 4. General Administration &amp; Support Services</b>	Signs appointments , requests, certificates, travel orders, application for leave, students related docs & etc.	AEPASA	July to December 2024	Semi-Annual Report, RDE Quarterly Report, Contract of Services, Performance Target	Registration forms for enrollment as course adviser, shifting form, readmission	SRC appointment and nomination	Approval sheet & routing slip for outline	thesis defense evaluation form	Routing slip, transmittal, approval sheet, & defense evaluation sheet for manuscript. Grade sheets.	Enrolment, graduation requirements, & other administrative documents. (Signed on time)
	Approval for Financial Matters	AEPASA	July to December 2024	Dean	Dean	Dean	Dean	Dean	Dean	Reimbursement, Replenishment, Payment Vouchers & PR & PPMP, job order Contracts, bills (Timely approval)
	Attend meetings	All CFES Faculty	July to December 2024	All CFES Faculty	All CFES Faculty	All CFES Faculty	All CFES Faculty	All CFES Faculty	All CFES Faculty	Departments, College, & University Meetings (always present except if on OB or on leave)
	Prepares minutes of meetings.		July to December 2024	Once				Once	Once	As College Secretary
	Reviews communications, letters,	AEPASA	July to December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Except When On Official



	requests and appointments									Business/Seminars/Workshops
	Releases students' forms, certifications, permits and other communications.	JLMuertigue/CPGodoy	July to December 2024	Daily	Daily	Daily	Daily	Daily	Daily	ISO registered forms, Incoming and outgoing CFES Communications
	Delivers, processes and facilitates documents	CPGodoy	July to December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing Process, payroll for JO, job request, Monthly Financial report
	Records and releases documents.	JLMuertigue/CPGodoy	July to December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Memos, Financial Reports, Student forms, Incoming and outgoing documents
	Photocopies documents and any other communications.	JLMuertigue/CPGodoy	July to December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Payrolls, Memos, Letters, Appointments, Journals
	Opens and closes classrooms and offices.	CPGodoy	July to December 2024	Daily 1 office 6 Classrooms 4 cr's	Daily 1 office 6 Classrooms 4 cr's	Daily 1 office 6 Classrooms 4 cr's	Daily 1 office 6 Classrooms 4 cr's	Daily 1 office 6 Classrooms 4 cr's	Daily 1 office 6 Classrooms 4 cr's	Daily opening and closing of rooms and offices for cleaning maintenance, except during weekends.
	Assists in the supervision of construction workers.	CPGodoy	July to December 2024						Construction of riprap at the back of cfes building	Still ongoing

	Keeps and maintains the confidentiality of personal records	JLMuertigue	July to December 2024	PDS, PDF, Resume DTR	DTR Grade Sheets	DTR SALN	DTR SALN	DTR	DTR Grade Sheets	Personal files are always kept privately.
	Facilitates outgoing and incoming ISO generated forms	CPGodoy JLMuertigue	July to December 2024	Communications, Accomplishment Report for Projects, Monitoring Forms, OVPAA Forms, ODIE Forms, OUR forms	Communications, Accomplishment Report for Projects, Monitoring Forms, OVPAA Forms, ODIE Forms, OUR forms	Communications, Accomplishment Report for Projects, Monitoring Forms, OVPAA Forms, ODIE Forms, OUR forms	Communications, Accomplishment Report for Projects, Monitoring Forms, OVPAA Forms, ODIE Forms, OUR forms	Communications, Accomplishment Report for Projects, Monitoring Forms, OVPAA Forms, ODIE Forms, OUR forms	Communications, Accomplishment Report for Projects, Monitoring Forms, OVPAA Forms, ODIE Forms, OUR forms	Documents for instructions, research, extension, and administrative matters are regularly facilitated.

Prepared by:



**ARTURO E. PASA**  
DEAN, FFES



## 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	July 1, 2024	December 31, 2024	December 31, 2024	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	July 1, 2024	December 31, 2024	December 31, 2024	Impressive	Very Satisfactory	Ensure to follow up daily.
3	Maintains the proper upkeep of the office and its surroundings.	Very Impressive	July 1, 2024	December 31, 2024	December 31, 2024	Impressive	Very Satisfactory	Keep going.
4	Monitors the properties and equipment of the office, and facilitating energy conservation.	Very Impressive	July 1, 2024	December 31, 2024	December 31, 2024	Very Impressive	Outstanding	Good work.
5	Assists and monitors the delivery and issuance of construction materials.	Very Impressive	July 1, 2024	December 31, 2024	December 31, 2024	Very Impressive	Outstanding	Good work.

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

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

Prepared by:



**ARTURO E. PASA**  
Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Celso P. Godoy  
Performance Rating : 4.88 (Outstanding) July-December 2024

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: July 2024

Target Date: September 2024

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: October 2024

Target Date: December 2024

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:   
**ARTURO E. PASA**  
Unit Head

Conforme:

  
**CELSON P. GODOY**  
Ratee





### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to December 2024

Name of Staff: CELSO P. GODOY

Position: Admin 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
Total Score						
<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		81				
Average Score		4.77				
Overall recommendation:						

  
**ARTURO E. PASA**  
 Unit Head