

## 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	4.83	X 70%	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.53	X 30%	1.36
<b>TOTAL NUMERICAL RATING</b>			<b>4.74</b>

TOTAL NUMERICAL RATING: 4.74  
 Add: Additional Approved Points, if any: 0  
 TOTAL NUMERICAL RATING: 4.74

ADJECTIVAL RATING: Outstanding

Prepared by:

Reynaldo N. Gloria  
REYNALDO N. GLORIA  
 Name of Staff

Reviewed by:

Dennis P. Peque  
DENNIS P. PEQUE  
 Department/Office Head

Recommending Approval:

Dennis P. Peque  
DENNIS P. PEQUE  
 Dean

Approved:

Beatriz S. Belonias  
BEATRIZ S. BELONIAS  
 Vice President

CONFIDENTIAL - SECURITY INFORMATION

MEMORANDUM FOR THE DIRECTOR, FBI  
SUBJECT: [Illegible]  
[Illegible text block]


TO: [Illegible]  
FROM: [Illegible]  
DATE: [Illegible]  
[Illegible text block]

1. [Illegible]  
2. [Illegible]  
3. [Illegible]  
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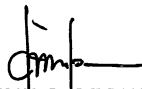
4. [Illegible]  
5. [Illegible]  
6. [Illegible]  
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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

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, 2018**.

  
**REYNALDO N. GLORIA**  
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 persons trained	Assisted in the supervision of Clonal Nursery workers	4	20/4 (500%)	5	5	5	5	
	No. of nursery facilities improved and maintained	As DFS Forest Nursery staff	9	14/9 (155.56%)	5	5	5	5	
	Assisted in forest rehabilitation and protection	As DFS Forest Nursery staff	10	30/10 (300%)	4	4	4	4	
	Assisted in tree planting activities	As DFS Forest Nursery staff	2	5/2 (250%)	5	5	5	5	
	Establish/Planted clonal hedge garden	As DFS Forest Nursery staff	2	4/2 (200%)	5	5	5	5	
	Prepare additional area for clonal garden	As DFS Forest Nursery staff	1	2/1(200%)	5	5	5	5	
	Facilities maintained/developed	As DFS Forest Nursery staff	5	11/5 (220%)	5	5	5	5	
	Performed the following nursery operations:	As DFS Forest Nursery staff	7	12/7 (171.42%)	5	5	5	5	
	<i>Bagging</i>		4000/month	10000/4000 (250%)	5	5	5	5	

	Watering		5 days	7/5 (140%)	5	5	5	5	
	Weeding		4 days	5/4 (125%)	5	5	5	5	
	Sorting of seedlings		1 week	7/7 (100%)	4	4	4	4	
Total Over-all Rating								58	

Average Rating		
Additional points:		
Approved Additional Points (with copy of the approval)		
FINAL RATING	4.93	
ADJECTIVAL RATING	Outstanding	

#### Comments & Recommendations for Development

Purpose: expand production of seedlings using other native tree species; also produce ornamental trees for income generation.

Evaluated and Rated by:

  
**DENNIS P. PEQUE** 9/7/18

Unit Head

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

Recommending Approval:

  
**DENNIS P. PEQUE** 9/7/18

Dean, CFES

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

Approved:

  
**BEATRIZ S. BELONIAS**

Vice President

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

1- Quality

2 - Efficiency

3 - Timeliness

4 - Average

## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June, 2018

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

<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

THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

REPORT OF THE

COMMISSIONERS OF THE

BOARD OF CHEMISTRY

FOR THE YEAR 1900

CHICAGO, ILL., 1901

THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

REPORT OF THE

COMMISSIONERS OF THE

BOARD OF CHEMISTRY

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CHICAGO, ILL., 1901

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	50				
<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	68				
Average Score	4.53				

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

  
**DENNIS P. PEQUE**  
 Name of Head

THE UNIVERSITY OF CHICAGO  
DIVISION OF THE PHYSICAL SCIENCES  
DEPARTMENT OF CHEMISTRY

RECEIVED  
JAN 10 1964

TO THE DIRECTOR  
FROM THE DEPARTMENT OF CHEMISTRY  
SUBJECT: [illegible]

Enclosed for the Director are two copies of a report on the progress of the work done in the Department of Chemistry during the year 1963.

The report is divided into two parts, one dealing with the work of the Department as a whole and the other with the work of the individual laboratories.

The first part of the report gives a general overview of the work of the Department during the year 1963. It includes a summary of the major accomplishments of the Department and a list of the publications of the Department during the year.

The second part of the report gives a more detailed account of the work of the individual laboratories. It includes a description of the work of each laboratory and a list of the publications of each laboratory during the year.

The report is intended to provide the Director with a comprehensive overview of the work of the Department of Chemistry during the year 1963.

Very truly yours,  
[illegible]

Enclosed for the Director are two copies of a report on the progress of the work done in the Department of Chemistry during the year 1963.



**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee : Reynaldo N. Gloria  
Performance Rating : 4.74 (Outstanding) January - June 2018

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: January 2018

Target Date: March 2018

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: April 2018

Target Date: June 2018

Next Step:  
One-on-one meeting with Mr. Gloria

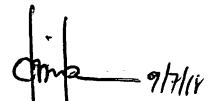
Outcome:

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:

 9/7/18  
**DENNIS P. PEQUE**  
Unit Head

Conforme:

 9/15/18  
**REYNALDO N. GLORIA**  
Ratee

EXHIBIT

EMPLOYEE OF BUREAU OF

1. Name of Employee  
2. Position Held

3. Date of Birth  
4. Date of Appointment

5. Title and Grade of Employee

6. Name of Agency or Department to which Assigned  
7. Name of Supervisor

8. Date of Appointment

9. Date of Termination

10. Name of Agency or Department to which Assigned  
11. Name of Supervisor

12. Name of Agency or Department to which Assigned  
13. Name of Supervisor

14. Date of Appointment

15. Date of Termination

16. Name of Agency or Department to which Assigned  
17. Name of Supervisor

18. Date of Appointment

19. Name of Agency or Department to which Assigned  
20. Name of Supervisor

21. Name of Agency or Department to which Assigned  
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24. Name of Supervisor

25. Date of Appointment  
26. Date of Termination

27. Date of Appointment

28. Date of Appointment  
29. Date of Termination