



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.11	70%	2.88
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.64	30%	1.10
TOTAL NUMERICAL RATING			3.98

TOTAL NUMERICAL RATING: 3.98

Add: Additional Approved Points, if any: 0

TOTAL NUMERICAL RATING: 3.98

FINAL NUMERICAL RATING 3.98

ADJECTIVAL RATING: VERY SATISFACTORY


Prepared by:


GEORGE S. CIRCULADO
Name of Staff


Reviewed by:


DENNIS P. PEQUE
Head, DFS

Recommending Approval:

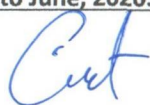

DENNIS P. PEQUE
Dean, CFES

Approved:



BEATRIZ S. BELONIAS
Vice President of Academic Affairs

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 January to June, 2020.


GEORGE S. CIRCULADO *9/11/20*
Ratee

Approved:


DENNIS P. PEQUE *9/24/20*
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO 4 Extension Services									
	PI 9. Additional outputs								
	No. of repaired furnitures	Repairs furnitures (chairs, tables, cabinets and other furnitures that needs to be repaired)	3	3/3 (100%)	4	4	4	4	Bees Hotel, Stairs for drainage
	No. of repaired rooms	Doors, windows, tiles, door jamb and others that needs to be repaired	3	1/3 (33%)	3	3	3	3	
	No. of maintained rooms and ceilings	Check or maintain ceilings of CFES rooms	3	2/3 (66.66%)	4	4	4	4	
	Maintains the lawns and surroundings	Mowes the lawns when needed	3	2/3 (66%)	4	4	4	4	
	Assists in preparation area for gardening	Assists/prepares are for gardening	2	3/2 (150%)	5	5	5	5	
	Assists students in tree planting activity	Assists graduating students in tree planting as scheduled	3	3/3 (100%)	4	4	4	4	MS Graduating students for the month January to February

	Performs construction works	Constructs riprap and pathways of CFES Building	3	2/3 (66.66%)	3	3	3	3	Riprap constructions at the back of CFES Building
	Watering the plants	Water the plants	2days/week	2days/week	5	5	5	5	Every Monday and Friday
	Cleaning CR's/Rooms	Maintains cleanliness of CR's and rooms	Daily	Daily	5	5	5	5	From January to March
Total Over-all Rating								4.11	
Average Rating						Comments & Recommendations for Development Purpose: The ratee should finish the project as targetted. He needs to perform his task with minimal supervision.			
Additional points:									
Punctuality									
Approved Additional Points (with copy of the approval)									
FINAL RATING									
ADJECTIVAL RATING									

Evaluated by:


DENNIS P. PEQUE

Unit Head

Date: 9/24/20

1- Quality

2 - Efficiency

3 - Timeliness

4 - Average

Recommending Approval:


DENNIS P. PEQUE

Dean

Date: 9/24/20

Approved by:


BEATRIZ S. BELONIAS

VP, Instruction

Date: 9/20/20

PERFORMANCE MONITORING FORM

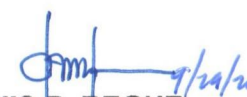
Name of Employee: GEORGE S. CIRCULADO

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	Repairs cabinets, tables, chairs and other furniture.	Very Impressive	January 1, 2020	June 30, 2020	June 30, 2020	Impressive	Very Satisfactory	Repaired furniture.
2	Maintains rooms and ceilings.	Very Impressive	January 1, 2020	June 30, 2020	June 30, 2020	Impressive	Very Satisfactory	Keep the rooms clean.
3	Assists in Tree planting activity.	Very Impressive	January 1, 2020	February 28, 2020	February 28, 2020	Impressive	Very Satisfactory	Assisted tree planting during the non-quarantine period.
4	Maintains the lawns and surroundings of CFES.	Very Impressive	January 1, 2020	June 30, 2020	June 30, 2020	Very Impressive	Outstanding	Lawns maintained and kept it clean.
5	Performs in watering the plants, cleaning the CR's and other task assigned by superior.	Very Impressive	January 1, 2020	June 30, 2020	June 30, 2020	Needs improvement	Very satisfactory	Need to clean the CR diligently.

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


DENNIS P. PEQUE
 Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2020

Name of Staff: GEORGE S. CIRCULADO

Position: FARM WORKER I


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	
Score	Total					40
B. Leadership & Management (For supervisors only to be rated by higher supervisor)	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	N/A
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	N/A
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	N/A
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1	N/A
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	N/A
Total Score						
Average Score						3.64

Overall recommendation : _____


DENNIS P. PEQUE
 Head, DFS

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : George S. Circulado
Performance Rating : 3.98 (Very Satisfactory) January – June 2020

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: January 2020

Target Date: March 2020

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. _____ -

Date: April 2020

Target Date: June 2020


Next Step:

Require Mr. Circulado to accomplish daily task for his appointment as farm worker. _____


Result:

Mr. Circulado performs his task as farm worker by helping the improvement of forestry clonal garden.

Prepared by:


DENNIS P. PEQUE
Unit Head

Conforme:


GEORGE S. CIRCULADO
Ratee