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	4.60	x 70%	3.22
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	x 30%	1.43
		TOTAL NUMERICAL RATING	4.65

TOTAL NUMERICAL RATING: 4.65
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.65

ADJECTIVAL RATING: Outstanding
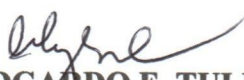
Prepared by: Reviewed by:

REYNALDO N. GLORIA   ARTURO E. PASA
Name of Staff   Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL
Chairman, PMT

Approved:

EDGARDO E. TULIN
President

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)
Summarized Rating Per IPCR	4.60	x 70%	3.22
Supervisor's Rating/Assessment of his contribution towards attainment of office accomplishments	4.95	x 30%	1.48
TOTAL NUMERICAL RATING			4.95

TOTAL NUMERICAL RATING: 4.95

Add: Adjustment/Approved Points, if any

TOTAL NUMERICAL RATING: 4.95

ADJECTIVAL RATING: Outstanding

Prepared by: Reviewed by:

REYNALDO N. GLORIA
Name of Staff

ARLENE L. PASA
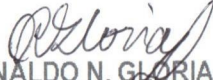Department Office Head

Recommending Approval:

REMBERTO A. PATINDOL
Chancellor/VP

Approved:

EDGARDO L. TELIZ
President

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 tha attainment of the following accomplishments in accordance with the indicated measures for the period **January to June 2016**.

REYNALDO N. GLORIA
Ratee

Approved:

ARTURO E. PASA
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 persons trained	Assisted in the supervision of Clonal Nursery workers	2	5/2 (250%)	4.5	4.5	4.7	4.56	Veril, Bongcales, Cailing, Abanera, Vicente *(Jan.-Mar.)*
	No. of nursery facilities improved and maintained	As DFS Forest Nursery staff	3	5/3 (166%)	4.7	4.8	4.5	4.67	
	Assisted in forest rehabilitation and protection	As DFS Forest Nursery staff	5 ha	15 ha/5 ha (300%)	4.8	4.7	4.7	4.73	
	Assisted in tree planting activities	As DFS Forest Nursery staff	500	1,500/500 (300%)	4.8	4.7	4.7	4.73	2016 graduating students, Alumni, private individuals
	Establish/Planted clonal hedge garden	As DFS Forest Nursery staff	50 trees of native species	150/50 (300%)	4.5	4.7	4.7	4.63	
	Prepare additional area for clonal garden	As DFS Forest Nursery staff	300 m^2	900m^2/300m^2 (300%)	4.5	4.5	4.5	4.5	Weeding
	facilities maintained/developed	As DFS Forest Nursery staff	50m^2	100m^2 per week./ 50m^2 per week (200%)	4.5	4.3	4.5	4.43	
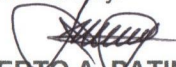
	Task		Target	Actual (%)	1	2	3	4	
	Bagging		200/day	600 per day/20_ _r day (300%)	4.50	4.70	4.70	4.63	
	Watering		3x/week	5x per week/3x per week (166%)	4.50	4.70	4.70	4.63	
	Weeding		2x/week	3x per week/2x per week (150%)	4.50	4.80	4.70	4.67	
	Sorting of seedlings		1x/week	2x per week/ 1x per week (200%)	4.50	4.50	4.50	4.50	
	Survey areas for wilding collection/collect seeds and wildlings		1x/week	3x per week/1x per week(300%)	4.70	4.50	4.50	4.57	
Total Over-all Rating								4.60	

			Comments & Recommendations for Development Purpose:
Average Rating			
Additional points:			
Punctuality			
Approved Additional Points (with copy of the approval)			
FINAL RATING	4.60		
ADJECTIVAL RATING	**OUTSTANDING**		

Received by:

_Planning Office

Date:_____

Calibrated by:

REMBERTO A. PATINDOL
Chairman, PMT

Date:_____

Recommending Approval:

REMBERTO A. PATINDOL
Vice President

Date:_____

Approved by:

EDGARDO E. TULIN
President

Date:_____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>January – June, 2016</u>
Name of Staff: **<u>REYNALDO N. GLORIA</u>** Position: <u>Forest Ranger</u>

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

		Scale				
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		57			

			Scale			
B. Leadership & Management (*For supervisors only to be rated by higher supervisor*)						
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	4.75				

Overall recommendation : _____

ARTURO E. PASA
Name of Head