



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	4.39	70%	3.07
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.83	30%	1.15
TOTAL NUMERICAL RATING			4.22

TOTAL NUMERICAL RATING: 4.22

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.22

FINAL NUMERICAL RATING 4.22

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

GEORGE S. CIRCULADO
 Name of Staff

Reviewed by:

ANATOLIO N. POLINAR
 Department/Office Head

Recommending Approval:

DENNIS P. PEQUE
 Dean/Director

Approved:

BEATRIZ S. BELONIAS
 Vice President for 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 targets in accordance with the indicated measures for the period **January to June, 2023**.

GEORGE S. CIRCULADO

Ratee

Approved:

ANATOLIO N. POLINAR

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)	5	5	4.5	4.0	4.0	4.17	DFS furniture
	No. of repaired rooms	Doors, windows, tiles, door jamb and others that needs to be repaired	6 rooms	6	4.5	4.5	4.5	4.5	DFS room
	No. of maintained rooms and ceilings	Check or maintain ceilings of DFS rooms	6	6	4.5	4.5	4.5	4.5	DFS room
	Assists in the preparation of area for ornamental gardening	Assists/prepares area for ornamental gardening	2 sets	2	4.3	4.5	4.3	4.37	at the back or side of Wing C of DFS
	No. of tree seedlings produced and maintained	Raised tree seedlings for landscaping	130 seedlings	135	4.5	4.5	4.5	4.5	Indigenous trees and ornamental plants
	No. of ornamental seedlings produced and maintained	Raised tree seedlings for room/building decoration	125 seedlings	130	4.5	4.5	4.5	4.5	Indigenous trees and ornamental plants

	Performs construction works	Constructs riprap and pathways of DFS Building	4m	4m	4	4	4	4	To facilitate DFS and CFES drainage
		Area of drainage canal cleaned	120 m ² 30x4 m	120 m ² 30x4 m	5	4.5	4.5	4.67	To facilitate DFS and CFES drainage
		Finishing canal sidings	138 m	138m	4.5	4.5	4.0	4.33	To facilitate DFS and CFES drainage
	Performed the following operations:	Watering of tree and ornamental seedlings	5 times	3 times a week	5	4.5	4.5	4.67	Maintained and promote growth
		Repairs office doors	3	3	4.5	4.0	4.0	4.17	
		Do grass cutting as the need arises	Once a month	once a month	4.5	4.0	4.0	4.17	
		Maintains cleanliness of CR's and rooms	5 times/week	5 times/week	4.5	4.5	4.5	4.5	DFS CR's and rooms
Total Over-all Rating									
Average Rating		4.39			Comments & Recommendations for Development Purpose: Formulate a monthly work plan for guidance in the accomplishment of assigned tasks.				
Additional points:									
Punctuality									
FINAL RATING		4.39							
ADJECTIVAL RATING		Very Satisfactory							

Evaluated by:


ANATOLIO N. POLINAR

Unit Head

Date: 07-18-2023


Recommending Approval:


DENNIS P. PEQUE

Dean

Date: 7/19/23

Approved by:


BEATRIZ S. BELONIAS

VP, Academic Affairs

Date: _____

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 furniture (chairs, tables, cabinets, and other furniture that needs to be repaired).	Impressive	January 1, 2023	June 2023	June 30, 2023	Impressive	Very Satisfactory	Partially Repaired furniture.
2	Doors, windows, tiles, door jam and others that needs to be repaired.	Very Impressive	January 1, 2023	June 2023	June 30, 2023	Impressive	Very Satisfactory	Partially Repaired
3	Check or maintain ceilings of CFES rooms.	Very Impressive	January 1, 2023	June 2023	June 30, 2023	Impressive	Very Satisfactory	Kept the rooms clean.
4	Assists/prepares area for ornamental gardening	Very Impressive	January 1, 2023	June 2023	June 30, 2023	Impressive	Very Satisfactory	Well-maintained
5	Raised tree seedlings for landscaping	Very Impressive	January 1, 2023	June 2023	June 30, 2023	Impressive	Very Satisfactory	Well-raised ornamentals and has to improved growth performance
6	Raised tree seedlings for room/building decoration	Very Impressive	January 1, 2023	June 2023	June 30, 2023	Impressive	Very Satisfactory	Raised properly and has to improved growth performance
7	Maintain riprap and pathways of DFS Building	Very Impressive	January 1, 2023	June 2023	June 30, 2023	Impressive	Very Satisfactory	Lawns maintained and kept clean.
8	Area of drainage canal cleaned	Very Impressive	January 1, 2023	June 2023	June 30, 2023	Impressive	Very Satisfactory	Well-maintained
9	Watering of tree and ornamental seedlings	Very Impressive	January 1, 2023	June 2023	June 30, 2023	Impressive	Very Satisfactory	Well-maintained
10	Maintains cleanliness of CR's and rooms	Very Impressive	January 1, 2023	June 2023	June 30, 2023	Impressive	Very Satisfactory	Need to clean the CR diligently and regularly

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

07-18-23

ANATOLIO N. POLINAR

Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2023

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

improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Total Score					
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
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	46				
Average Score	3.83				

Overall recommendation : Should be available even beyond office hours as the need arises and enhanced the growth of ornamental plants at the department

07-18-23

ANATOLIO N. POLINAR
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : George S. Circulado
Performance Rating : 4.22 Very Satisfactory

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 2023

Target Date: March 2023

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 partialy repaired.

Date: April 2023

Target Date: June 2023

Next Step:

Require Mr. Circulado to accomplish his task as farm worker in addition to his carpentry work assignments

Result:

Mr. Circulado performs his task as farm worker by rasing and tending tree seedling and ornamental plants for display/decoration in the department/college.

Prepared by:

07-18-23

ANATOLIO N. POLINAR
Unit Head

Conforme:

Circ 07-18-23

GEORGE S. CIRCULADO
Ratee