



Annex P

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 | 4.58 | 70% | 3.206 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.42 | 30% | 1.326 |
| TOTAL NUMERICAL RATING | | | 4.53 |

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING

4.53

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:

REYNALDO N. GLORIA
Name of Staff

Reviewed by:

ANGELICA P. BALDOS
Department/Office Head

Recommending Approval:

ARTURO E. PASA
Dean/Director

Approved:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs



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 **July to December, 2024**.

REYNALDO N. GLORIA

Ratee

Approved:

ANGELICA P. BALDOS

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 & supervised | Assisted in the supervision of Clonal and DFS Nursery workers | 4 | 4/3 (75%) | 4.5 | 4.5 | 4.5 | 4.5 | N.Vicente, F. Vilbar, B.Tabaranza |
| | No. of nursery facilities improved maintained and Protected | Improved, maintained and Protected nursery facilities | 12 | 12/12 (100%) | 4.5 | 4.5 | 4.5 | 4.5 | Forest Nursery, (Lonal Building, Hedge Garden, Beds, Raised Bed, F.N. road) |
| | No. of staff assisted in forest rehabilitation and protection | Supervised laborers in the improvement, maintenance and Protection of Forest nursery facilities | 4 | 4/3 (75%) | 5 | 4 | 4 | 4.33 | N.Vicente, F. Vilbar, B.Tabaranza |
| | No. of seedlings planted | Spearheaded in the establishment of tree plantation | 3500 | 5500/3500 (157%) | 4.5 | 4.5 | 4.6 | 4.53 | VSU Forest Reservation Area |
| | No of hectares planted maintained and protected | Planting of fast growing trees | 2 1/2 | 3/2.5 (120%) | 4 | 4.5 | 4.5 | 4.33 | VSU Forest Reservation Area |
| | No. of laborers supervised and assisted in tree planting activities | Supervised and assisted in the planting activities | 4 | 4/3 (75%) | 4.5 | 5 | 5 | 4.83 | N.Vicente, F. Vilbar, B.Tabaranza |
| | No. of established/Planted clonal hedge garden plots | Facilitated the establishment of Clonal hedge garden | 4 | 4/3 (75%) | 4.5 | 5 | 4.5 | 4.67 | 1 big hedge garden, 3 small hedge garden |

| | | | | | | | | | |
|--|--|--|-------------|----------------------|--|-----|-----|-------|--|
| | No. of additional clonal garden plots prepared | Facilitated the preparation and establishment of additional hedge garden plots | 4 | 4/3 (75%) | 5 | 5 | 5 | 5 | 1 big hedge garden, 3 small hedge garden |
| | No. of wildlings collected | Assisted in the collection of wildlings for use in the nursery | 10,150 | 12,800/10,150 (126%) | 5 | 4.5 | 4.5 | 4.67 | Assorted Wildlings Collected |
| | No. of seedlings maintained | Maintained raised seedlings | 7,350 | 15,360/7350 (209%) | 5 | 4.5 | 5 | 4.83 | R.Gloria, N.Vicente, F.Vilbar, B.Tabaranza |
| | Area monitored/protected | Monitored and protected forest reservation | 15 ha | 15/15 (100%) | 4 | 4.5 | 4 | 4.17 | R.Gloria, N.Vicente, F.Vilbar, B.Tabaranza |
| | Performed the following nursery operations: | Implemented nursery operation activities | | | | | | | |
| | Bagging | | 9,000 bags | 11,000/9000 (122%) | 5 | 4.5 | 4.5 | 4.67 | R.Gloria, N.Vicente, F.Vilbar, B.Tabaranza |
| | Watering | | 3 days/week | 3/3 (100%) | 5 | 4.5 | 4.5 | 4.67 | B.Tabaranza (1 laborer assigned /day) |
| | Weeding | | 5 days/week | 4/5 (80 %) | 4.5 | 4.5 | 4.5 | 4.5 | 3 Laborers assigned |
| | Sorting of seedlings | | 4 weeks/yr. | 4/4 (100%) | 4.5 | 4.5 | 4.5 | 4.5 | 3 Laborers assigned |
| Total Over-all Rating | | | | | | | | 68.70 | |
| Average Rating | | | | 4.58 | Comments & Recommendations for Development Purpose: There's a need for him to be exposed to nursery and Forest Protection training/seminar for additional information to make his more effective and efficient worker. | | | | |
| Additional points: | | | | | | | | | |
| Approved Additional Points (with copy of the approval) | | | | | | | | | |
| FINAL RATING | | | | 4.58 | | | | | |
| ADJECTIVAL RATING | | | | Very Satisfactory | | | | | |

Evaluated by:


ANGELICA P. BALDOS

Unit Head

Date: 3/3/25

Recommending Approval:


ARTURO E. PASA

Dean, CFES

Date: 3/4/25

Approved by:


ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: 3/5/25

PERFORMANCE MONITORING AND COACHING JOURNAL


| | | |
|---|-----------------|---------------------------------|
| | 1 st | Q U A R T E R |
| | 2 nd | |
| √ | 3 rd | |
| √ | 4 th | |

Name of Office : Department of Forest Science
Head of Office : Dr. Angelica P. Baldos
Number of Personnel : 9 Permanent Faculty

| Activity Monitoring | MECHANISM | | | | Remarks |
|---|--|-------------------------|--|--|--|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Monitoring | | | | | |
| Faculty Meeting | | Minutes of Meeting | Dean's Memo/Head's Memo | | Regular monthly meeting |
| Office & Class Attendance | | | | Log book; DTR's | DFS Faculty & Staff (July - December 2024) |
| Attendance to university & college activities/programs/seminars/workshops | | | University memos & invitation sent via VSU email | Attendance, Program certificates | |
| Compliance of University Memos | | | University Memos | Compliance Report | |
| Leaves (SL, VL, CDO, etc.) | | | | Application and approval for Leave form | DFS Faculty & staff (July - December 2024) |
| Following-up documents | Utility workers/ Office Clerks / Admin Staff | | | Scheduled | Daily / Weekly |
| Travels | | Updates during meetings | | Travel Orders, Pass Slips, FM-VPA-03 Certificate of appearance | |
| Coaching | | | | | |
| Classroom Management & Teaching Methods | Faculty Consultation | | | Classroom Observation (Forms and logbooks) | (July - December 2024) |


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

Conducted by:


ANGELICA P. BALDOS
Immediate Supervisor

Noted by:


ARTURO E. PASA
Dean, CFES


ROTACIO S. GRAVOSO
Vice President for Academic Affairs

TRACKING TOOL FOR MONITORING TARGETS

| Major Final Output/Performance Indicator | TASK | ASSIGNED TO | DURATION | TASK STATUS | | | | | | REMARKS |
|---|---|-------------|--------------------|------------------------|----------------------------|----------------------------|--------------|--------------|--------------------------|---|
| | | | | JULY | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER | |
| MFO 1. Advanced & Higher Education Services | Teaching | | | | | | | | | |
| PI 1. Instruction | Instructional Materials Developed/ Revised & Utilized | RSCome | JULY-DECEMBER 2024 | Submits Course Syllabi | Prepares lecture materials | Prepares Exams For Midterm | Face to face | Face to face | Prepares Exams For Final | Fsci 125, FORY 283, FORY 299, all lec & lab |
| | | HLMondal | JULY-DECEMBER 2024 | Submits Course Syllabi | Prepares 1 lecture guides | Prepares Exams For Midterm | Face to face | Face to face | Prepares Exams For Final | FORY 211, Fsci 131, Fmgt 137, All lec & lab |
| | | AEPasa | JULY-DECEMBER 2024 | Submits Course Syllabi | Prepares 1 lecture guides | Prepares Exams For Midterm | Face to face | Face to face | Prepares Exams For Final | FORY 291, FMgt 145n, all lec & lab |
| | | TAPatindol | JULY-DECEMBER 2024 | Submits Course Syllabi | Develops lecture guide | Prepares Exams For Midterm | Face to face | Face to face | Prepares Exams For Final | FORY 224, FGov 149n, FORY 269, FORY 225, FORY 227, Envi IIIf. All lec & lab |
| | | DPPeque | JULY-DECEMBER 2024 | Submits Course Syllabi | Prepares 1 lecture guides | Prepares Exams For Midterm | Face to face | Face to face | Prepares Exams For Final | WTec 141, FMgt 147n, FORY 229 all lec & lab |
| | | ANPolinar | JULY-DECEMBER 2024 | Submits Course Syllabi | Prepares 1 lecture guides | Prepares Exams For Midterm | Face to face | Face to face | Prepares Exams For Final | FMgt 143n, ForE 139, FGov 135, FORY 205, all lec & lab |
| | | SOBernaldez | JULY-DECEMBER 2024 | Submits Course Syllabi | Prepares 1 lecture guides | Prepares Exams For Midterm | Face to face | Face to face | Prepares Exams For Final | FMgt 123, FMgt 131n, all lec and lab |
| | | APBaldos | AUGUST-DECEMBER | Submits Course Syllabi | Prepares 1 lecture guides | Prepares Exams For Midterm | Face to face | Face to face | Prepares Exams For Final | FMgt 127. FORY 285, all lec & lab |

| | | | | | | | | | | |
|--|-------------|--------------------|-------------------------|------------------------|---------------------------|----------------------------|-----------------|--------------------------------|--------------------------------|---|
| | | KBDoria | SEPTEMBER-DECEMBER 2024 | Submits Course Syllabi | Prepares 1 lecture guides | Prepares Exams For Midterm | Face to face | Face to face | Prepares Exams For Final | FMgt 137, FMgt 11, FMgt 145n, WTec 141, all lec & lab |
| Reviewed/ Approves Thesis/Field Practice Manuscripts/Lab Exercises | RSCome | JULY-DECEMBER 2024 | | | | | Review Outlines | Review Outlines and Manuscript | Review Outlines and Manuscript | Caballes, Cinco, Martinez, Solis |
| | TAPantindol | JULY-DECEMBER 2024 | | | | | Review Outlines | Review Outlines | Review Outlines | Bonganay |
| | HLMondal | JULY-DECEMBER 2024 | | | | | Review Outlines | Review Outlines | Review Outlines | Caballes, Tiongson, Enselay, Solis |
| | DPPeque | JULY-DECEMBER 2024 | | | | | Review Outlines | Review Outlines and Manuscript | Review Outlines and Manuscript | Wales, Omoso, Nabong |
| Spent Hours For Students Consultations | HLMondal | JULY-DECEMBER 2024 | Daily 12-1, 5-6 | Daily 12-1, 5-6 | Daily 8-5 | Daily 8-5 | Daily 12-1, 5-6 | Daily 12-1, 5-6 | Daily 12-1, 5-6 | BSF students |
| | AEPasa | JULY-DECEMBER 2024 | Daily, 12:00 -1:00 | Daily, 12:00 -1:00 | Daily, 8-5 | Daily, 8-5 | Daily, 8-5 | Daily, 8-5 | Daily, 8-5 | BSF students |
| | DPPeque | JULY-DECEMBER 2024 | Daily 12-1, 5-6 | Daily 12-1, 5-6 | Daily 8-5 | Daily 8-5 | Daily 8-5 | Daily 8-5 | Daily 8-5 | BSF students |
| | ANPolinar | JULY-DECEMBER 2024 | Daily, 12:00 -1:00 | Daily, 12:00 -1:00 | Daily, 8-5 | Daily, 8-5 | Daily, 8-5 | Daily, 8-5 | Daily, 8-5 | BSF students |
| | TAPatindol | JULY-DECEMBER 2024 | Daily, 12:00 -1:00 | Daily, 12:00 -1:00 | Daily, 8-5 | Daily, 8-5 | Daily, 8-5 | Daily, 8-5 | Daily, 8-5 | BSF students |
| | RSCome | JULY-DECEMBER 2024 | Daily, 12:00 -1:00 | Daily, 12:00 -1:00 | Daily, 8-5 | Daily, 8-5 | Daily, 8-5 | Daily, 8-5 | Daily, 8-5 | BSF students |
| | SOBernaldez | JULY-DECEMBER 2024 | Daily, 12:00 -1:00 | Daily, 12:00 -1:00 | Daily, 8-5 | Daily, 8-5 | Daily, 8-5 | Daily, 8-5 | Daily, 8-5 | BSF students |
| | APBaldos | JULY-DECEMBER 2024 | Daily, 12:00 -1:00 | Daily, 12:00 -1:00 | Daily, 8-5 | Daily, 8-5 | Daily, 8-5 | Daily, 8-5 | Daily, 8-5 | BSF students |

| | | | | | | | | | | |
|---|--|-------------|---------------------------|-----------------------|------------------------|--|---|---|---|---|
| | | KBDoria | JULY- DECEMBER 2024 | Daily, 12:00 -1:00 | Daily, 12:00 - 1:00 | Daily, 8-5 | Daily, 8-5 | Daily, 8-5 | Daily, 8-5 | BSF students |
| Gives Assignmen ts, Quizzes, Exams, Etc. | | AEPasa | JULY- DECEMBER 2024 | | | | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Mondays, Wednesdays, Thursdays |
| | | RSCome | JULY- DECEMBER 2024 | | | | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Mondays, Tuesdays, Wednesdays, Thursdays |
| | | DPPeque | JULY- DECEMBER 2024 | | | | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Mondays, Thursdays, Saturday |
| | | ANPolinar | JULY- DECEMBER 2024 | | | | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Mondays, Tuesdays, Wednesdays, Thursdays, Fridays |
| | | HLMondal | JULY- DECEMBER 2024 | | | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Mondays, Tuesday, Wednesdays, Thursdays, Fridays |
| | | TAPatindol | JULY- DECEMBER 2024 | | | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Mondays, Wednesdays, Tuesdays, Thursday |
| | | SOBernaldez | JULY- DECEMBER 2024 | | | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Mondays, Tuesdays, Thursday |
| | | APBaldos | JULY- DECEMBER 2024 | | | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Mondays, Tuesdays, Wednesdays, Thursdays, Fridays |
| | | KBDoria | JULY- DECEMBER 2024 | | | Checks Exams, Quizzes, & Assignments | Checks Exams, | Checks Exams, | Checks Exams, | Mondays, Tuesdays, Wednesdays, |

| | | | | | | Quizzes, & Assignments | Quizzes, & Assignments | Quizzes, & Assignments | Thursdays, Fridays |
|--|--------------------|--------------------|--|--|--|--|--|--|---|
| Submits Grade Sheets | <i>RSCome</i> | JULY-DECEMBER 2024 | | | Midterm Grades | | | Final Grades | Fsci 125, FORY 283, FORY 299, all lec & lab |
| | <i>HLMondal</i> | JULY-DECEMBER 2024 | | | Midterm Grades | | | Final Grades | FORY 211, Fsci 131, Fmgt 137, All lec & lab |
| | <i>AEPasa</i> | JULY-DECEMBER 2024 | | | Midterm Grades | | | Final Grades | FORY 291, FMgt 145n, all lec & lab |
| | <i>TAPatindol</i> | JULY-DECEMBER 2024 | | | Midterm Grades | | | Final Grades | FORY 224, FGov 149n, FORY 269, FORY 225, FORY 227, Envi IIIf. All lec & lab |
| | <i>DPPeque</i> | JULY-DECEMBER 2024 | | | Midterm Grades | | | Final Grades | WTec 141, FMgt 147n, FORY 229 all lec & lab |
| | <i>ANPolinar</i> | JULY-DECEMBER 2024 | | | Midterm Grades | | | Final Grades | FMgt 143n, ForE 139, FGov 135, FORY 205, all lec & lab |
| | <i>SOBernaldez</i> | JULY-DECEMBER 2024 | | | Midterm Grades | | | Final Grades | FMgt 123, FMgt 131n, all lec and lab |
| | <i>APBaldos</i> | JULY-DECEMBER 2024 | | | Midterm Grades | | | Final Grades | FMgt 127. FORY 285, all lec & lab |
| | <i>KBDoria</i> | JULY-DECEMBER 2024 | | | Midterm Grades | | | Final Grades | FMgt 137, FMgt 11, FMgt 145n, WTec 141, all lec & lab |
| Prepares power point lecture materials | <i>RSCome</i> | JULY-DECEMBER 2024 | Mondays, Wednesdays, Fridays, Tuesdays | Mondays, Wednesdays, Fridays, Tuesdays | Mondays, Wednesdays, Fridays, Tuesdays | Mondays, Wednesdays, Fridays, Tuesdays | Mondays, Wednesdays, Fridays, Tuesdays | Mondays, Wednesdays, Fridays, Tuesdays | Fsci 125, FORY 283, FORY 299, all lec & lab |
| | <i>HLMondal</i> | JULY-DECEMBER 2024 | Tuesdays, Thursdays | Tuesdays, Thursdays | Tuesdays, Thursdays | Tuesdays, Thursdays | Tuesdays, Thursdays | Tuesdays, Thursdays | FORY 211, Fsci 131, Fmgt 137, All lec & lab |
| | <i>AEPasa</i> | JULY-DECEMBER 2024 | Wednesdays, Fridays | Wednesdays, Fridays | Wednesdays, Fridays | Wednesdays, Fridays | Wednesdays, Fridays | Wednesdays, Fridays | FORY 291, FMgt 145n, all lec & lab |

| | | | | | | | | | | |
|---------------------------------|---------------------|-------------------|--------------------|---|--|--|---|--|--|---|
| | | <i>TAPatindol</i> | JULY-DECEMBER 2024 | Tuesdays | Tuesdays | Tuesdays | Tuesdays | Tuesdays | Tuesdays | FORy 224, FGov 149n, FORy 269, FORy 225, FORy 227, Envi IIIf. All lec & lab |
| | | <i>DPPeque</i> | JULY-DECEMBER 2024 | Mondays, Wednesday s, Fridays | Mondays, Wednesday s, Fridays | Mondays, Wednesday s, Fridays | Mondays, Wednesday s, Fridays | Mondays, Wednesday s, Fridays | Mondays, Wednesday s, Fridays | WTec 141, FMgt 147n, FORy 229 all lec & lab |
| | | <i>ANPolinar</i> | JULY-DECEMBER 2024 | Mondays, Wednesday s, Fridays | Mondays, Wednesday s, Fridays | Mondays, Wednesday s, Fridays | Mondays, Wednesday s, Fridays | Mondays, Wednesday s, Fridays | Mondays, Wednesday s, Fridays | FMgt 143n, ForE 139, FGov 135, FORy 205, all lec & lab |
| | | SOBernaldez | JULY-DECEMBER 2024 | Mondays, Tuesday s, Thursday | Mondays, Tuesday s, Thursday | Mondays, Tuesday s, Thursday | Mondays, Tuesday s, Thursday | Mondays, Tuesday s, Thursday | Mondays, Tuesday s, Thursday | FMgt 123, FMgt 131n, all lec and lab |
| | | APBaldos | JULY-DECEMBER 2024 | Mondays, Tuesday s, Thursday, Friday | Mondays, Tuesday s, Thursday, Friday | Mondays, Tuesday s, Thursday, Friday | Mondays, Tuesday s, Thursday, Friday | Mondays, Tuesday s, Thursday, Friday | Mondays, Tuesday s, Thursday, Friday | FMgt 127. FORy 285, all lec & lab |
| | | KBDoria | JULY-DECEMBER 2024 | Mondays, Tuesday s, Wednesday Thursday, Friday | Mondays, Tuesday s, Wednesday Thursday, Friday | Mondays, Tuesday s, Wednesday Thursday, Friday | Mondays, Tuesday s, Wednesday Thursday, Friday | Mondays, Tuesday s, Wednesday Thursday, Friday | Mondays, Tuesday s, Wednesday Thursday, Friday | FMgt 137, FMgt 11, FMgt 145n, WTec 141, all lec & lab |
| MFO 2. Research Services | Conducts Researches | <i>AEPasa</i> | JULY-DECEMBER 2024 | Project Tarsier | | | Green Carbon Inventory Research in Paranas, Samar | | | In-Country Coordinator Ongoing, Project Leader |
| | | <i>DPPeque</i> | JULY-DECEMBER 2024 | "Project Tarsier: A nature based solutions project for climate change, biodiversity and people" | | LGU's Climate Change Adaptive Capacity in Climate-Prone and Vulnerable in Eastern Visayas (Phase II) | | | | In-Country Leader Project Leader |

| | | | | | | | | | |
|--|--------------------|--------------------|--------------------|---|--|--|--|--|-----------------------------|
| | Makes appointments | <i>AEPasa</i> | JULY-DECEMBER 2024 | | | | | | As Project Leader |
| | | <i>DPPeque</i> | JULY-DECEMBER 2024 | | | | | | |
| | | <i>SOBernaldez</i> | JULY-DECEMBER 2024 | | " CITIZEN-SDSS: Using Citizen Science approaches and Spatial Decision Support Systems to foster nature-based solutions to sustain and expand the remaining forest landscapes of the Philippines" | | | | As Study leader |
| | | <i>RSCome</i> | JULY-DECEMBER 2024 | " CITIZEN-SDSS: Using Citizen Science approaches and Spatial Decision Support Systems to foster nature-based solutions to | | | | | As Project Leader (Ongoing) |

| | | | | | | | | | | |
|---|--|--|--------------------|---|--------------------------------|--|---|---|--------------------------------|---|
| | | | | sustain and expand the remaining forest landscapes of the Philippines" | | | | | | |
| MFO 3. Extension Services | ATTENDS training, SEMINAR and workshops | <i>RSCome, HLMondal, TAPatindol, ANPolinar, AEPasa, APBaldos</i> | JULY-DECEMBER 2024 | | | | | | | Participant |
| | | <i>DPPeque</i> | JULY-DECEMBER 2024 | "Establishment and Maintenance of On-Campus Climate-Smart Upland Agroforestry Farming System" | | "Community for Resilience (CORE) Training of Trainors (ToT) on Climate Change Adaptation and Mitigation" | | "WoMangrove Warriors Mangrove Rehabilitation" | | As Project Leader |
| MFO 4. Administration Services | Signs appointments, requests, certificates, and etc. | <i>RSCome, HLMondal, ANPolinar, AEPasa, DPeque, TAPatindol, SOBernaldez, APBaldos, KBDoria</i> | JULY-DECEMBER 2024 | registration forms for enrollment as course adviser | | | manuscript outline, transmittal, approval sheet, routing slip | | | manuscript outline, transmittal, approval sheet, routing slip |
| | | <i>AEPasa, ANPolinar, TAPatindol</i> | JULY-DECEMBER 2024 | Dean As Head As Director | Dean As Head As Director | Dean As Head As Director | Dean As Head As Director | Dean As Head As Director | Dean As Head As Director | Reimbursement, Replenishment, Payment Vouchers & PR & PPMP job order Contracts, bills, etc. |

[illegible]

| | | | | | | | | | | |
|--|--|-----------|--------------------|----------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--|
| | watering of plants. | | | | | | | | | |
| | Inventory of trees for cutting/pruning | RMLaurino | JULY-DECEMBER 2024 | Inventory and make reports | Bagging, Sorting, Weeding, Watering | Bagging, Sorting, Weeding, Watering | Bagging, Sorting, Weeding, Watering | Bagging, Sorting, Weeding, Watering | Bagging, Sorting, Weeding, Watering | As requested by offices or individual person |

Prepared by:

Angelica P. Baldos
ANGELICA P. BALDOS
 Unit Head

PERFORMANCE MONITORING FORM

Name of Employee: REYNALDO N. GLORIA

| 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 | Assisted in the supervision of Clonal and DFS Nursery workers | Very Impressive | July 1, 2024 | December 2024 | December 31, 2024 | Very Impressive | Outstanding | Keep up the good work. |
| 2 | Improved and maintained nursery facilities | Very Impressive | July 1, 2024 | December 2024 | December 31, 2024 | Very Impressive | Outstanding | Keep going. |
| 3 | Improved and maintained nursery facilities | Very Impressive | July 1, 2024 | December 2024 | December 31, 2024 | Impressive | Very Satisfactory | Ensure to submit weekly report |
| 4 | Spearheaded in the establishment of tree plantation | Very Impressive | July 1, 2024 | December 2024 | December 31, 2024 | Impressive | Very Satisfactory | Ensure that maintenance activities shall be conducted |
| 5 | Supervised and assisted in the planting activities | Very Impressive | July 1, 2024 | December 2024 | December 31, 2024 | Impressive | Very Satisfactory | Keep going. |
| 6 | Facilitated the establishment of Clonal hedge garden | Very Impressive | July 1, 2024 | December 2024 | December 31, 2024 | Impressive | Very Satisfactory | Improve performance |
| 7 | Assisted in the collection of wildlings for use in the nursery | Very Impressive | July 1, 2024 | December 2024 | December 31, 2024 | Very Impressive | Outstanding | Has to collect diversified species of wildlings |
| 8 | Maintained raised seedlings | Very Impressive | July 1, 2024 | December 2024 | December 31, 2024 | Very Impressive | Outstanding | Improve Performance |
| 9 | Monitored and protected forest reservation at the vicinity of forest nursery | Very Impressive | July 1, 2024 | December 2024 | December 31, 2024 | Impressive | Very Satisfactory | Needs to submit weekly report |
| 10 | Implemented nursery operation activities | Very Impressive | July 1, 2024 | December 2024 | December 31, 2024 | Very Impressive | Outstanding | Keep up the good work. |

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

Angelica P. Baldos
ANGELICA P. BALDOS
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Reynaldo N. Gloria
Performance Rating : 4.53 Very Satisfactory

Aim: To improve the protection and management of VSU Forest Reserve

Proposed Interventions to Improve the Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July 2024

Target Date: September 2024

First Step:

Monitor Mr. Gloria's performance regarding the protection and management activities within the VSU Forest Reserve.

Result:

Occurrence of illegal tree cuttings and wildlife hunting is minimized/reduced.

Date: October 2024

Target Date: December 2024

Next Step:

One-on-one meeting with Mr. Gloria regarding the tree planting areas inside the VSU Forest Reserve.


Outcome:

His performance specific to forest protection and management activities has improved.

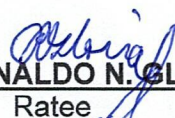
Final Step/Recommendation:

Required Mr. Gloria to submit monthly report for the continued protection and management of VSU Forest Reserve.

Prepared by:


ANGELICA P. BALDOS
Unit Head

Conforme:


REYNALDO N. GLORIA
Ratee



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to December 2024

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 |

| 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 | 53 | | | | |
| 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 | | | | | |
| Average Score | 4.42 | | | | |
| Overall recommendation: | | | | | |


ANGELICA P. BALDOS
 Head, DFS