



**Annex P**

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

Name of Administrative Staff: GEORGE S. CIRCULADO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.25	70%	2.98
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.17	30%	1.25
<b>TOTAL NUMERICAL RATING</b>			<b>4.23</b>

TOTAL NUMERICAL RATING: 4.23

Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING:                     

FINAL NUMERICAL RATING 4.23

ADJECTIVAL RATING: Very Satisfactory


Prepared by: 

**GEORGE S. CIRCULADO**  
Name of Staff

Reviewed by:

  
**ANATOLIO N. POLINAR**  
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, **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, 2024**.

**GEORGE S. CIRCULADO**

Ratee

Approved:

**ANATOLIO N. POLINAR**

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 repaired furnitures	Repairs furnitures (chairs, tables, cabinets and other furnitures that needs to be repaired)	6	7/6 (116.67%)	4.5	4	4	4.12	DFS furniture
	No. of repaired rooms	Doors, windows, tiles, door jamb and others that needs to be repaired	7 rooms	7/7 (100%)	4.5	4	4	4.12	DFS room
	No. of maintained rooms and ceilings	Check or maintain ceilings of DFS rooms	7	7/7 (100%)	4.5	4	4	4.12	DFS room
	Assists in the preparation of area for ornamental gardening	Assists/prepares area for ornamental gardening	3 sets	3/3 (100%)	4.5	4.5	4.5	4.5	at the back or side of Wing C of DFS
	No. of tree seedlings produced and maintained	Raised tree seedlings for landscaping	135 seedlings	138/135 (102.22%)	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	130 seedlings	135/130 (103.85%)	4.5	4.5	4	4.33	Indigenous trees and ornamental plants
	Performs construction works	Constructs riprap and pathways of DFS Building	4m	4/4 (100%)	4.5	4	4	4.12	To facilitate DFS and CFES drainage
		Area of drainage canal cleaned	120 m² 30x4 m	120 m² 30x4 m/120 m² 30x4 m (100%)	4	4	4	4	To facilitate DFS and CFES drainage
		Finishing canal sidings	138 m	138m/138m (100%)	4	4	4	4	To facilitate DFS and CFES drainage
	Performed the following operations:	Watering of tree and ornamental seedlings	5 times	5/5 (100%)	5	5	4.5	4.83	Maintained and promote growth
		Repairs office doors	3	4/3 (133.33%)	4.5	4	4	4.12	
		Do grass cutting as the need arises	Once a month	1/1 (100%)	4.5	4	4	4.12	
		Maintains cleanliness of CR's and rooms	5 times/week	5/5 (100%)	4.5	4.5	4	4.33	DFS CR's and rooms
Total Over-all Rating			55.21						
Average Rating			4.25		Comments & Recommendations for Development Purpose: Has to come up with monthly workplan of activities for guidance and monitoring of accomplishments.				
Additional points:									
Punctuality									
FINAL RATING			4.25						
ADJECTIVAL RATING			Very Satisfactory						

Evaluated by:

  
**ANATOLIO N. POLINAR**  
 Unit Head

Date: July 19, 2024

Recommending Approval:

  
**ARTURO E. PASA**  
 Dean

Date: July 23, 2024

Approved by:

  
**ROTACIO S. GRAVOSO**

Vice President of Academic Affairs

Date: 7/24/24

## PERFORMANCE MONITORING AND COACHING JOURNAL


√	1 <sup>st</sup>	Q U A R T E R
√	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

Name of Office : Department of Forest Science  
Head of Office : Dr. Anatolio N. Polinar  
Number of Personnel : 7 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 (January – June 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 (January – June 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)	(January – June 2024).


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

Conducted by:

  
**ANATOLIO N. POLINAR**  
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
				JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	
MFO 1. Advanced & Higher Education Services	Teaching									
PI 1. Instruction	Instructional Materials Developed/ Revised & Utilized	RSCome	JANUARY-JUNE 2024	Submits Course Syllabi	Prepares lecture materials	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	FSci142, Fory198, FORY236, Fory299 All lec & Lab
		HLMondal	JANUARY-JUNE 2024	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	Fory 234, ForE134, Fmgt 126, All lec & lab
		AEPasa	JANUARY-JUNE 2024	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	FORY284, Fory 206, FGov133, FMgt 128, All lec & lab
		TAPatindol	JANUARY-JUNE 2024	Submits Course Syllabi	Develops lecture guide	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	FORY 234, ForE 149, Envi 124. All lec & lab
		DPPeque	JANUARY-JUNE 2024	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	FMgt 124, LAMP 234, all lec & lab
		ANPolinar	JANUARY-JUNE 2024	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	Fgov 136, FSci112, all lec & lab
		SOBernaldez	JANUARY-JUNE 2024	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	
	Reviewed/ Approves Thesis/Field Practice Manuscript	RSCome	JANUARY-JUNE 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	Paña, Elbiña Muñoz, Escobido, Cabusas, Bahinting, Francia,

	s/Lab Exercises									Maglacion, Malinao
		<i>TAPantindol</i>	JANUARY-JUNE 2024				Review Outlines	Review Outlines	Review Outlines	Lumba, Reyes, Gamutan, Item, Truya, Lorejas
		<i>HLMondal</i>	JANUARY-JUNE 2024				Review Outlines	Review Outlines	Review Outlines	Guinocor, Flores, Tabios
		<i>AEPasa</i>	JANUARY-JUNE 2024				Review Outlines	Review Outlines	Review Outlines	Moreno, Cortez, Lomocso, Austria, Baledo
		<i>DPPeque</i>	JANUARY-JUNE 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	Sastre, Aguilar, Recosana, Lopez
		<i>ANPolinar</i>	JANUARY-JUNE 2024				Review Outlines	Review Outlines	Review Thesis Manuscripts	Lagahit, Macuto, Caindoc,
		<i>SOBernaldez</i>	JANUARY-JUNE 2024				Review Outlines	Review Outlines	Review Thesis Manuscripts	Esmedia, Banayag, Truya
	Spent Hours For Students Consultations	<i>HLMondal</i>	JANUARY-JUNE 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	Guinocor, Flores, Tabios
		<i>AEPasa</i>	JANUARY-JUNE 2024	Daily, 12:00 -1:00	Daily, 12:00 -1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	Moreno, Cortez, Lomocso, Austria, Baledo
		<i>DPPeque</i>	JANUARY-JUNE 2024	Daily 12-1, 5-6	Daily 12-1, 5-6	Daily 8-5	Daily 8-5	Daily 8-5	Daily 8-5	Sastre, Aguilar, Recosana, Lopez
		<i>ANPolinar</i>	JANUARY-JUNE 2024	Daily, 12:00 -1:00	Daily, 12:00 -1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	Lagahit, Macuto, Caindoc FSci112 & FGov136 students
		<i>TAPatindol</i>	JANUARY-JUNE 2024	Daily, 12:00 -1:00	Daily, 12:00 -1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	Lumba, Reyes, Gamutan, Item, Truya, Lorejas
		<i>RSCome</i>	JANUARY-JUNE 2024	Daily, 12:00 -1:00	Daily, 12:00 -1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	Paña, Elbiña Muñoz, Escobido, Cabusas, Bahinting, Francia,



										Maglacion, Malinao
		SOBernaldez	JANUARY-JUNE 2024	Daily, 12:00 -1:00	Daily, 12:00 - 1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	Esmedia, Banayag,
	Gives Assignments, Quizzes, Exams, Etc.	AEPasa	JANUARY-JUNE 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Thursdays
		RSCome	JANUARY-JUNE 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Tuesdays, Wednesdays, Thursdays
		DPPeque	JANUARY-JUNE 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Thursdays, Saturday
		ANPolinar	JANUARY-JUNE 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Tuesdays, Wednesdays, Thursdays, Fridays
		HLMondal	JANUARY-JUNE 2024			Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Tuesday, Wednesdays, Thursdays, Fridays
		TAPatindol	JANUARY-JUNE 2024			Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Tuesdays, Thursday
		SOBernaldez	JANUARY-JUNE 2024			Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Tuesdays, Thursday
	Submits Grade Sheets	TAPatindol	JANUARY-JUNE 2024			Midterm Grades			Final Grades	Fsci124n, ForE149, FORY224 All lec & Lab
		RSCome	JANUARY-JUNE 2024			Midterm Grades			Final Grades	Fsci142, Fory198n,

										FORY236, Fory199, FORY299 All lec & Lab
		<i>HL Mondal</i>	JANUARY- JUNE 2024			Midterm Grades			Final Grades	ForE 134, FMgt 126, FORY234 All lec and Lab
		<i>AEPasa</i>	JANUARY- JUNE 2024			Midterm Grades			Final Grades	FGov124n, FMgt128, FORY284 All lec and Lab
		<i>DP Peque</i>	JANUARY- JUNE 2024			Midterm Grades			Final Grades	FMgt 124, FORY 238
		<i>AN Polinar</i>	JANUARY- JUNE 2024			Midterm Grades			Final Grades	FSci 112, FGov 136n Lec and Lab
		<i>SO Bernaldez</i>	JANUARY- JUNE 2024			Midterm Grades			Final Grades	Fsci 124n, Fory 199, FMgt 124, Ecol 21f all lec and lab
	Prepares power point lecture materials	<i>TAPatindol</i>	JANUARY- JUNE 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	Fsci124n, ForE149, FORY224 All lec & Lab
		<i>AEPasa</i>	JANUARY- JUNE 2024	Tuesdays, Thursdays	Tuesdays, Thursdays	Tuesdays, Thursdays	Tuesdays, Thursdays	Tuesdays, Thursdays	Tuesdays, Thursdays	FGov124n, FMgt128, FORY284 All lec and Lab
		<i>RSCome</i>	JANUARY- JUNE 2024	Wednesdays, Fridays	Wednesdays, Fridays	Wednesdays, Fridays	Wednesdays, Fridays	Wednesdays, Fridays	Wednesdays, Fridays	Fory199, FGov134n, FORY234
		<i>DP Peque</i>	JANUARY- JUNE 2024	Tuesdays	Tuesdays	Tuesdays	Tuesdays	Tuesdays	Tuesdays	Mgt 124, FORY 238
		<i>AN Polinar</i>	JANUARY- JUNE 2024	Mondays, Wednesdays, Fridays	Mondays, Wednesdays, Fridays	Mondays, Wednesdays, Fridays	Mondays, Wednesdays, Fridays	Mondays, Wednesdays, Fridays	Mondays, Wednesdays, Fridays	FSci 112, FGov 136n Lec and Lab
		<i>HL Mondal</i>	JANUARY- JUNE 2024	Mondays, Wednesdays, Fridays	Mondays, Wednesdays, Fridays	Mondays, Wednesdays, Fridays	Mondays, Wednesdays, Fridays	Mondays, Wednesdays, Fridays	Mondays, Wednesdays, Fridays	ForE 134, FMgt 126, FORY234 All lec and Lab



		SOBernaldez	JANUARY-JUNE 2024	Mondays, Tuesdays, Thursday	Mondays, Tuesdays, Thursday	Mondays, Tuesdays, Thursday	Mondays, Tuesdays, Thursday	Mondays, Tuesdays, Thursday	Mondays, Tuesdays, Thursday	Fsci 124n, Fory 199, FMgt 124, Ecol 21f all lecl and lab
MFO 2. Research Services	Conducts Researches	AEPasa	JANUARY-JUNE 2024	Project Tarsier for HSSE,						In-Country Coordinator Ongoing
		DPPeque	JANUARY-JUNE 2024			Green Carbon Inventory in Paranas Karst Forest				As Co-Project Leader
	Makes appointments	AEPasa	JANUARY-JUNE 2024	Green Carbon Inventory Research in Paranas, Samar	LGU's Climate Change Adaptive Capacity in Climate-Prone and Vulnerable in Eastern Visayas (Phase II)					As Project Leader (Ongoing)
		DPPeque	JANUARY-JUNE 2024	Component 3 "Developing a smart and Sustainable Disaster Management Model for eastern Visayas"						As Component Leader
		AEPasa	JANUARY-JUNE 2024	Land Valuation/ Appraisal, Surveying and Assessment of LEIZ-Core in Merida, Leyte						As Co-Study Leader

		<i>RSCome</i>	JANUARY-JUNE 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 Project Leader (Ongoing)
MFO 3. Extension Services	ATTENDS training, SEMINAR and workshops	<i>RSCome, HLmondal</i>	JANUARY-JUNE 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"	Participant
		<i>AEPasa, ANPolinar</i>	JANUARY-JUNE 2024			Project Tarsier for HSSE		"WoMangrove Warriors Mangrove Rehabilitation"	Participant
		<i>SOBernaldez</i>	JANUARY-JUNE 2024					" CITIZEN-SDSS: Using Citizen Science approaches and Spatial	Participant



									Decision Support Systems to foster nature-based solutions to sustain and expand the remaining forest landscapes of the Philippines"	
		<i>DPPeque</i>	JANUARY-JUNE 2024					Component 3 "Developing a smart and Sustainable Disaster Management Model for eastern Visayas"		Participant
		<i>ANPolinar, AEPasa, DPeque</i>	JANUARY-JUNE 2024				LGU's Climate Change Adaptive Capacity in Climate-Prone and Vulnerable in Eastern Visayas (Phase II)			Participant
<b>MFO 4. Administration Services</b>	Signs appointments, requests, certificates, and etc.	<i>RSCome, HLmondal, ANPolinar, AEPasa, DPeque, TAPatindol, SOBernaldez</i>	JANUARY-JUNE 2024	registration forms for enrollment as course adviser			manuscript outline, transmittal, approval sheet, routing slip			manuscript outline, transmittal, approval sheet, routing slip
		<i>AEPasa,</i>	JANUARY-JUNE 2024	Dean	Dean	Dean	Dean	Dean	Dean	Reimbursement, Replenishment,

		<i>ANPolinar</i>		As Head	As Head	As Head	As Head	As Head	As Head	Payment Vouchers & PR & PPMP job order Contracts, bills, etc.
	Attends meetings.	<i>All DFS Faculty</i>	JANUARY-JUNE 2024	All DFS Faculty	All DFS Faculty	All DFS Faculty	All DFS Faculty	All DFS Faculty	All DFS Faculty	Departments, College, University Meetings
	Prepares minutes of meetings.	<i>HLMondalo</i>	JANUARY-JUNE 2024	Once	Once	Once	Once	Once	Once	As Department/Coll ege Secretary
	Reviews communications, letters, requests and appointments.	<i>AEPasa ANPolinar</i>	JANUARY-JUNE 2024	Daily	Daily	Daily	Daily	Daily	Daily	Except When On Official Business/Seminars/Workshops
	Repairs tables, cabinets, doors, rooms and maintained CFES/DFS ornamental garden and etc.	<i>GSCirculad o</i>	JANUARY-JUNE 2024	Daily	Daily	Daily	Daily	Daily	Daily	CFES Rooms and other infrastructures
	Perform Nursery and Forest Protection activities	<i>RNGloria</i>	JANUARY-JUNE 2024	Produced tree seedlings, collect seedlings/wildlings, monitor and conduct patrolling activities	Produced tree seedlings, collect seedlings/wildlings, monitor and conduct patrolling activities	Produced tree seedlings, collect seedlings/wildlings, monitor and conduct patrolling activities	Produced tree seedlings, collect seedlings/wildlings, monitor and conduct patrolling activities	Produced tree seedlings, collect seedlings/wildlings, monitor and conduct patrolling activities	Produced tree seedlings, collect seedlings/wildlings, monitor and conduct patrolling activities	Tree seedling production, patrolling and monitoring of flowering mother trees
	Releases permits for bamboo cutting/fuel wood	<i>ANPolinar RMLaurino</i>	JANUARY-JUNE 2024		Residents From Utod, Patag, Gabas	Residents From Utod, Patag, Gabas	Residents From Utod, Patag, Gabas	Residents From Utod, Patag, Gabas	Residents From Utod, Patag, Gabas	Around 450 Permits Released



	Performs bagging, sorting, weeding and watering of plants.	RNGloria RMLaurino	JANUARY- JUNE 2024	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	Weekly, Every Other Day
	Inventory of trees for cutting/pruning	RMLaurino	JANUARY- JUNE 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:

  
**ANATOLIO N. POLINAR**  
 Unit Head

## 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, 2024	June 2024	June 30, 2024	Impressive	Very Satisfactory	Partially Repaired furniture.
2	Doors, windows, tiles, door jam and others that needs to be repaired.	Very Impressive	January 1, 2024	June 2024	June 30, 2024	Impressive	Very Satisfactory	Partially Repaired
3	Check or maintain ceilings of CFES rooms.	Very Impressive	January 1, 2024	June 2024	June 30, 2024	Impressive	Very Satisfactory	Kept the rooms clean.
4	Assists/prepares area for ornamental gardening	Very Impressive	January 1, 2024	June 2024	June 30, 2024	Impressive	Very Satisfactory	Well-maintained
5	Raised tree seedlings for landscaping	Very Impressive	January 1, 2024	June 2024	June 30, 2024	Impressive	Very Satisfactory	Well-raised ornamentals and has to improved growth performance
6	Raised tree seedlings for room/building decoration	Very Impressive	January 1, 2024	June 2024	June 30, 2024	Impressive	Very Satisfactory	Raised properly and has to improved growth performance
7	Maintain riprap and pathways of DFS Building	Very Impressive	January 1, 2024	June 2024	June 30, 2024	Impressive	Very Satisfactory	Lawns maintained and kept clean.
8	Area of drainage canal cleaned	Very Impressive	January 1, 2024	June 2024	June 30, 2024	Impressive	Very Satisfactory	Well-maintained
9	Watering of tree and ornamental seedlings	Very Impressive	January 1, 2024	June 2024	June 30, 2024	Impressive	Very Satisfactory	Well-maintained



10	Maintains cleanliness of CR's and rooms	Very Impressive	January 1, 2024	June 2024	June 30, 2024	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:

ANATOLIO N. POLINAR

Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee : George S. Circulado  
Performance Rating : 4.23 Very Satisfactory

Aim: To repair and maintain the rooms furniture of the department, tree seedlings/ ornamentals for landscaping and beautification of the department.

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

Date: January 2024

Target Date: March 2024

First Step:

One- on one meeting with Mr. Circulado regarding his primary duty on improving the department's rooms and furniture, and maintenance of tree and ornamental seedlings

Result:

Rooms and furniture of the department have been partially repaired, and tree/ornamental seedlings maintained.

Date: April 2024

Target Date: June 2024

Next Step:

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


Result:

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

Prepared by:

  
**ANATOLIO N. POLINAR**  
Unit Head

Conforme:

  
**GEORGE S. CIRCULADO**  
Ratee





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January to June 2024

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

<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
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 (For supervisors only to be rated by higher supervisor)</b>		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		4.17				
Overall recommendation: Has to come-up with monthly workplan of activities for guidance and monitoring of accomplishments.						

  
**ANATOLIO N. POLINAR**  
 Head, DFS