

Annex P

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

Name of Administrative Staff: **JAIME B. BERONDO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.53	X 70%	3.17
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.45	X 30%	1.34
TOTAL NUMERICAL RATING			4.51

TOTAL NUMERICAL RATING: 4.51
 Add: Additional Approved Points, if any: 0
 TOTAL NUMERICAL RATING: 4.51

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:

JAIME B. BERONDO
 Name of Staff

Reviewed by:

DENNIS P. PEQUE
 Department/Office Head

Recommending Approval:

DENNIS P. PEQUE
 Dean

Approved:

BEATRIZ S. BELONIAS
 Vice President

REPORTER: JAMES G. HARRIS
DATE: 11/11/1991

What's your minimum to start?

[illegible]

UNITAS HABITUMUS ET
CUM PROPTEREA MEMBRUM
UNITAS HABITUMUS ET

34163 JAN 19 1966

References


[illegible]

14. How many times have you been married?

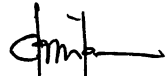
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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JAIME B. BERONDO** 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, 2018**.


JAIME B. BERONDO
 Ratee

Approved:


DENNIS P. PEQUE
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Timber Inventory	No. of Trees Inventoried	Conduct Inventory (PBH, Tree Height, GPS Reading)	202	220/202(109%)	4	4	4	4	
Monitoring Services (Forest Protection)	No. of bamboo and firewood collectors supervised	Supervised and monitored bamboo and firewood collectors	38	45/38(118%)	4	5	5	4.67	
	No. of flowering and fruiting mother trees monitored	Monitored flowering and fruiting mother trees in VSU reservation	112	120/112(107%)	4	4	4	4	
	No. of bamboo and firewood permits issued	Issued permits to bamboo and firewood collectors	28	35/28(125%)	5	5	5	5	
	No. of forest violators apprehended	Apprehend forest violators	22	30/22(136%)	5	5	5	5	
	No. of letters delivered to forest violators	Delivered invitation letters to forest violators and LGUs for settlement	6	8/6(133%)	4	3	5	4.67	
	No. of forest violation letters prepared and submitted	Prepared and submitted forest violation report	6	8/6(133%)	4	5	5	4.67	
Tree planting services	No. of students supervised in tree planting	Supervised graduating students tree planting activities	103	115/103(112%)	5	5	4	4.67	

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Supervising services	No. of hectares delineated for tree plantation	Delineated degreed area for tree planting	6	7/6(117%)	4	4	5	4.73	
Other Services	No. of faculty and staff assisted in laboratory classes	Assisted CFES faculty and staff in laboratory class, messengerial, janitorial activity.	4	6/4(150%)	5	4	4	4.73	


45.74

Average Rating (Total Over-all rating divided by 6)		
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.53
ADJECTIVAL RATING		Very satisfactory

Comments & Recommendations for Development Purpose:


Intensify forest production work by conducting IEC community meetings, also do regular monitoring of flowering / fruiting trees.

Evaluated by:


DENNIS P. PEQUE
Unit Head

Date: _____

Recommending Approval:


DENNIS P. PEQUE
Dean

Date: _____

Approved by:


BEATRIZ S. BELONIAS
Vice President

Date: _____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December, 2018

Name of Staff: JAIME B. BERONDO 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

NA

Rating scale for the purpose of the study is as follows:

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The rating scale for the purpose of the study is as follows:

Rating	Qualitative Rating	Qualitative Description
5	Outstanding	The performance is outstanding and exceeds the job requirements. The employee is an exceptional role model.
4	Very Satisfactory	The performance is very good and exceeds the job requirements. The employee is a role model.
3	Satisfactory	The performance is good and meets the job requirements. The employee is a role model.
2	Fair	The performance is fair and meets the job requirements. The employee is a role model.
1	Poor	The performance is poor and does not meet the job requirements. The employee is not a role model.

1	Outstanding	The performance is outstanding and exceeds the job requirements. The employee is an exceptional role model.	5
2	Very Satisfactory	The performance is very good and exceeds the job requirements. The employee is a role model.	4
3	Satisfactory	The performance is good and meets the job requirements. The employee is a role model.	3
4	Fair	The performance is fair and meets the job requirements. The employee is a role model.	2
5	Poor	The performance is poor and does not meet the job requirements. The employee is not a role model.	1
6	Outstanding	The performance is outstanding and exceeds the job requirements. The employee is an exceptional role model.	5
7	Very Satisfactory	The performance is very good and exceeds the job requirements. The employee is a role model.	4
8	Satisfactory	The performance is good and meets the job requirements. The employee is a role model.	3
9	Fair	The performance is fair and meets the job requirements. The employee is a role model.	2
10	Poor	The performance is poor and does not meet the job requirements. The employee is not a role model.	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					
B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)	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					

NA

Overall recommendation : _____


DENNIS P. PEQUE
 Name of Head

PERFORMANCE MONITORING FORM

Name of Employee: **JAIME B. BERONDO**

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	Assists the Forests Conservation Officer (FCO) in planning and decision-making on matters related to the conservation and protection of the VSU Forest Reserve.	Very Impressive	July 1, 2018	December 28, 2018	December 21, 2018	Very Impressive	Outstanding	
2	Acts as leadman for all forest guards and provide the directions in the conduct of field activities.	Very Impressive	July 1, 2018	December 28, 2018	December 14, 2018	Very Impressive	Outstanding	
3	Assists the Forest Reserve Officer in spearheading extension activities in communities for forest protection and conservation.	Very Impressive	July 1, 2018	December 28, 2018	December 28, 2018	Impressive	Very Satisfactory	
4	Prepares weekly accomplishment report, keeps and updates records on forest violations.	Very Impressive	July 1, 2018	December 28, 2018	December 28, 2018	Impressive	Satisfactory	Submit weekly report regularly
5	Assists in activities related to instruction, research and extension program of the department.	Very Impressive	July 1, 2018	December 28, 2018	December 28, 2018	Impressive	Very Satisfactory	

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


DENNIS R. PEQUE
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Jaime B. Berondo
Performance Rating : 4.51 (Very Satisfactory) July - December 2018

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

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

Date: July 2018 Target Date: September 2018

First Step:

Monitor Mr. Berondo's performance regarding the protection and management of VSU Forest Reserve

Result:
Occurrence of illegal tree cuttings and wildlife hunting is minimized

Date: October 2018 Target Date: December 2018

Next Step:


One-on-one meeting with Mr. Berondo.

Outcome:
His performance specific to forest protection and management has improved.

Final Step/Recommendation:

Required Mr. Berondo to report on Saturdays for the continued protection and management of VSU Forest Reserve

Prepared by:

 1/25/19
DENNIS P. PEQUE
Unit Head

Conforme:


JAIME B. BERONDO
Ratee

EMPLOYEE DEVELOPMENT PLAN

Name of Employee
Performance Rating

James B. Beroz
Date of Review: December 30, 1977

Aim: To improve the production and maintenance of V&U Forest Reserve

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

Date: July 2018 Target Date: September 2018

First Step:

Monitor Mr. Beroz's performance as assessed by the production and maintenance of V&U Forest Reserve

Result:

Continued of the same quality and within budgetary limitations

Date: October 2018

Target Date: December 2018

Next Step:

One-on-one meeting with Mr. Beroz

Outcome:

His performance seemed to have improved and increased in his improved

Final Step/Recommendation:

Monitor Mr. Beroz's performance for the continued production and maintenance of V&U Forest Reserve

Proposed by:

James B. Beroz
Date: 10/19/77

Comments:

James B. Beroz
Date: