



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: RONALDO M. LAURIÑO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.47	70%	3.13
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
TOTAL NUMERICAL RATING			4.50

TOTAL NUMERICAL RATING: 4.50

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.50

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

RONALDO M. LAURIÑO
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, RONALDO M. LAURIÑO 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, 2023.**

RONALDO M. LAURIÑO

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	
Timber Inventory	No. of Trees Inventoried	Assisted in the conduct of inventory of trees requested by different colleges, departments, offices and research projects for cutting/pruning	7	7/3.5 (200%)	5	5	4	4.67	Apartment, DUPLEX, Infirmary, DOE, DAS, DTHM, Vet. Med
Monitoring Services (Forest Protection)	No. of bamboo and firewood collectors monitored	Assisted in the monitoring of bamboo and firewood collectors	33	28/16.5 (170%)	5	4	4	4.33	
	No. of flowering and fruiting mother trees monitored	Assisted forest guards in the monitoring of flowering and fruiting mother trees in VSU reservation	17	15/8.5 (176 %)	5	4	4	4.33	
	No. of bamboo and firewood permits issued	Assisted in the issuance of permits to bamboo and firewood collectors	27	23/13.5 (170 %)	4	5	4	4.33	
	No of forest protection reports made and submitted to supervisor	Prepared the midyear and year end report of the Forest Conservation Unit	3	2/1.5 (133%)	4	4	5	4.33	

	No. of forest violators reprimanded	Reprimanded forest violators in VSU forest reservation	7	3/3.5 (86%)	4	4	4	4	
	No. of letters delivered to forest violators	Delivered invitation letters to forest violators and LGUs for settlement	5	3/2.5 (120%)	4	5	4	4.33	
	No. of forest violation letters prepared and submitted	Prepared and submitted forest violation report	5	2/2.5 (80%)	4	5	4	4.33	
Forest Reserve (Forest Patrol)	No. of kaingin and abandoned areas monitored	Areas monitored and protected	22	18/11 (164%)	5	5	5	5	
Supervising services	No. of hectares delineated for tree planting projects	Delineated area for tree planting Project	3	2/1.5 (133%)	5	5	5	5	

Average Rating (Total Overall rating divided by 6)	44.65	
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.47	
ADJECTIVAL RATING	Very Satisfactory	

Comments & Recommendations for Development Purpose:

Attend leadership capability building training to enhance his leadership skills in forest protection.

Evaluated by:

ANATOLIO N. POLINAR

Unit Head

Date: 1/8/24

Recommending Approval:

DENNIS P. PEQUE

Dean

Date: 1/8/24

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 9/29/24

PERFORMANCE MONITORING FORM

Name of Employee: RONALDO M. LAURIÑO

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 conduct of inventory of trees requested by different colleges, departments, offices, research projects and individual for cutting/pruning	Very Impressive	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	Ensure to submit weekly report regularly.
2	Assisted in the monitoring of bamboo and firewood collectors	Very Impressive	July 1, 2023	December 31, 2023	December 31, 2023	Impressive	Very satisfactory	Keep up the good work.
3	Assisted forest guards in the monitoring of flowering and fruiting mother trees in VSU reservation	Very Impressive	July 1, 2023	December 31, 2023	December 31, 2023	Impressive	Very satisfactory.	Has to make map to easily check its fruiting seasons
4	Assisted in the issuance of permits to bamboo and firewood collectors	Very Impressive	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	Ensure to submit weekly report regularly.
5	Reprimanded forest violators in VSU forest reservation	Very Impressive	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	Need to perform tasks diligently.
6	Delivered invitation letters to forest violators and LGUs for settlement	Very Impressive	July 1, 2023	December 31, 2023	December 31, 2023	Impressive	Very satisfactory.	Need to perform tasks carefully.
8	Areas monitored and protected	Very Impressive	July 1, 2023	December 31, 2023	December 31, 2023	Impressive	Very Satisfactory	Ensure to submit weekly report regularly.

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:



ANATOLIO N. POLINAR
Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2023

Name of Staff: RONALDO M. LAURIÑO

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	55				
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	4.58				
Overall recommendation	:	Has to come up-up with forest Protection work plan of activities as guide in the implementation of Forest Protection, development and Conservation activities in Mount Pangasugan.			


ANATOLIO N. POLINAR
 Head, DFS

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Ronaldo M. Lauriño
Performance Rating : 4.50 (Very Satisfactory) July-December 2023

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 2023

Target Date: September 2023

First Step:

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

Result:

Occurrence of illegal tree cuttings and wildlife hunting is minimized

Date: October 2023

Target Date: December 2023

Next Step:

One-on-one meeting with Mr. Lauriño.

Outcome:

His performance specific to forest protection and management has improved.

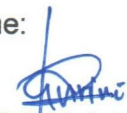
Final Step/Recommendation:

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

Prepared by:


ANATOLIO N. POLINAR
Unit Head

Conforme:


RONALDO M. LAURIÑO
Ratee