Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **EDUARDO D. ESTOY**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical rating per IPCR	4.00	70%	2.80
2. Supervisors/Head's assessment of His contribution towards Attainment of office accomplishments	3.87	30%	1.16
		TOTAL NUMERICAL RATING	3.96

TOTAL NUMERICAL RATING: 3.96

Add: Additional Approved Points, if any:

TOTAL NUMERIAL RATING: 3.96

ADJECTIVAL RATING: **VS**

Prepared by:

EDUARDO D. ESTOY
Name of Staff

Reviewed by:

CELSO GUMAOD
Head - Security Services Office

Approved:

REMBERTO A. PATINDOL
Chairman, PMT

"Exhibit B"

I, **EDUARDO D. ESTOY**, of the SECURITY SERVICES OFFICE commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July 1 to December 31, 2019**.

EDUARDO D. ESTOY
Ratee

CELSO GUMAOD
Head, Security Office

MFO / PAPS	Program/Activities/ Projects	Tasks Assigned	ACCOMPLISHMENT		Percentage	Rating				Remarks
			Target	Actual		Q[1]	E[2]	T[3]	A[4]	
UMFO 6 General Administration and Support Services (GASS)										
VPAF MFO 7: Security Services and Management Office										
Security Services Management MFOs:										
MFO 3. Public Safety										
PI. 1. Number of hours implementation of road traffic safety during rush hour										
MFO 4. Maintain Peace and Order										

MFO / PAPS	Program/Activities/ Projects	Tasks Assigned	ACCOMPLISHMENT		Percentage	Rating				Remarks
			Target	Actual		Q[1]	E[2]	T[3]	A[4]	
PI 1. Number of hours fixed post being manned	Manning fixed Post (Post 1,2, Administration Building and Market area)	Checking in/out all motorized vehicle, Entering on the blotter all report incidents, Checked and assist all visitors, Checked/reprimand unlicense motorcycle driver, Received packages/money/letters and facilitate the owners to withdraw, Records trip ticket of VSU vehicles, Checking student,faculty and Staff ID's, Monitor in/out of Staff, Opening and closing of market gate including PCC and Holy spirit gate and Inspection of all stalls after closing time.	675	808	119.7%	4	4	4	**4.00**	
PI 2. Number of hours in the Campus properly roved	**Campus roving**	Observed area of responsibility (AOR)	100%	152	100%	4	4	4	**4.00**	
PI. 3. Number of orders/directives from higher office implemented	Orders/directives compliance/implement ation on different memorandum circulars issued by **OP.**	Apprehend/reprimand violators on vandalism; Picking fruits, flowers, plants, etc. on campus without permission; Public disturbance; Trespassing; Littering; Intrusion VSU properties; No smoking policy; Improper disposal of solid waste; and Curfew policy.	100%	40	100%	4	4	4	**4.00**	
TOTAL OVER-ALL RATING									**12.00**	

MFO / PAPS	Program/Activities/ Projects	Tasks Assigned	ACCOMPLISHMENT		Percentage	Rating				Remarks
			Target	Actual		Q[1]	E[2]	T[3]	A[4]	

Average Rating(Total Overall rating divided by 4)		**4.00**
Additional Points:		
Approved additional points(with copy of approval)	**xx**	
FINAL RATING		**4.00**
ADJECTIVAL RATING		**VS**

Comments & Recommendations for Development Purpose:

Attend seminar in leadership

Evaluated & Rated by:

CELSO GUMAOD
Dept/Office Head
Date:

Approved by:

REMBERTO A. PATINDOL
Vice Pres. For Admin & Finance
Date:

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

PERFORMANCE MONITORING FORM

Name of Employee: **EDUARDO D. ESTOY**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplished	Acutal Date of Accomplishment	Quality of Output	Over-all assessment of output**	Remarks Recommendation
1	Manning fixed post	Effective manning of fixed post as per SOP	Refer to weekly guard detail	End of weekly Guard Detail Order	December 31, 2019	VS	Very Satisfactory	Observance of 11 General Orders
2	Campus Rooving	AOR properly observed	Refer to weekly guard detail	End of weekly Guard Detail Order	December 31, 2019	VS	Very Satisfactory	

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

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

CELSO GUMAOD
Head-Security Services Office

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1 2019 to December 31, 2019

Name of Staff: **ESTOY, EDUARDO D.** Position: Security Guard II

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	Takes charge of the post and all government properties in view.	5	~~4~~	3	2	1
2	Walks during his tour-of-duty in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing	5	~~4~~	3	2	1
3	Reports all violation of orders he is instructed to enforce.	5	4	~~3~~	2	1
4	Repeats all calls from posts more distant from the guard house where he is stationed.	5	~~4~~	3	2	1
5	Quits his post only when properly relieved.	~~5~~	4	3	2	1
6	Receives, obeys and passes on to the relieving guard all orders from the university heads, SSO head, security officer or shift supervisors.	5	~~4~~	3	2	1
7	Talks to no one except in line of duty.	5	4	~~3~~	2	1
8	Gives the alarm in case of fire or disorder.	5	~~4~~	3	2	1
9	Calls the superior officer in any case not covered by instructions.	5	~~4~~	3	2	1
10	Salutes all university officials, his superiors, ranking public officials and commissioned officers of the Armed Forces of the Philippines.	5	~~4~~	3	2	1
11	Especially watchful at night, and during the time of challenging, challenges all persons near his post and allows no one to pass without proper authority.	5	~~4~~	3	2	1
12	Wears his uniform, badge, patches and insignia in a proper manner, and neat in appearance as a symbol of public trust and confidence.	5	4	~~3~~	2	1
13	Familiarizes himself diligently with the rules and regulations laid down by the university and that of the customers or clients.	5	~~4~~	3	2	1
14	Learns at heart or memorizes and strictly observes the laws and regulations governing the use of firearms.	5	~~4~~	3	2	1
15	Acts at all times with decorum and does not permit personal feelings; prejudices and undue friendship to influence his actuations in the performance of his official functions.	5	~~4~~	3	2	1
	Total Score		44			34

3.87

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			3.67		

Overall recommendation : _____

CELSO GUMAOD
Head-Security Services Office

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	
	2nd	
	3rd	
	4th	

Name of Office SECURITY SERVICES OFFICE
Head of Office: CELSO GUMAOD
Name of Staff: ESTOY, EDUARDO D

Signature: Date:

Activity Monitoring	MECHANISM				
	Meeting		Memo	Others (Pls. specify)	Remarks
	One-on-One	Group			
Monitoring	The Head of office and shift supervisor conducted on the spot follow-up observations and inspection of detailed SG in his AOR	Participation of the SG's and admin staff meeting in the different activities conducted by the head of office	President Memo on the different university event/celebrations.	LOI and verbal instructions of the Universitty President and OVPAF	Security Guard concerned was informed of his assignments and properly monitored.
Coaching	The concerned staff will informed of the ourcome of the previous office performance especially concerning draw-backs on their assigned tasks. Advices were given to the concerned SG.	Security Guards attended command conference/meetings to iron out what is best he can contribute the unit.	SSO Memo, orders and LOI issued	Weekly duty detail order was issued to concerned SG.	Narrative instruction was tiven and encouragement to do much better.

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

Conducted by:

CELSO GUMAOD
Head-Security Services Office

Noted by:

REMBERTO A. PATINDOL
Vice Pres for Admin. & Finance

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ESTOY, EDUARDO D
Performance Rating: O

Aim: To improve performance

Proposed Interventions to Improve Performance:

Date: July 01, 2019 Target Date: End of September 2019

First Step:

Review the Eleven General Orders

Result:

More aware of their respective duties and responsibilities

Date: October 01, 2019 Target Date: End of December, 2019

Next Step:

Attendance of general meeting and special conference with regards to Security operations

Outcome: Can easily respond to any form of incident happened in the campus.

Final Step Recommendation:

Attendance of security seminars/trainings.

Conforme:

EDUARDO D. ESTOY
Name of Ratee Staff

Prepared by:

CELSO GUMADD
Head-Security Services Office