

### E OF THE HEAD OF RFORMANCE MANAGEMENT AND **REWARDS & RECOGNITION**

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

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

Annex P

Name of Administrative Staff:

MANAGBANAG, ARCHIE B.

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.58	70%	3.21
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	on towards fice		1.41
		TOTAL NUI	MERICAL RATING	4.62

TOTA	L	NUMERICAL	RATING:	
A 1 1		1 1141 1 A		1.0

4.62

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

4.62

FINAL NUMERICAL RATING

4.62

ADJECTIVAL RATING:

0

Prepared by:

Reviewed by:

ARCHIE/B. MANAGBANAG

Name of Staff

Recommending Approval:

A. PATINDOL

Vice President for Admin & Finance

Approved:

REMBERTO

Chairman, PMT

#### "Exhibit B"

I, **ARCHIE B. MANAGBANAG**, of the <u>SECURITY SERVICES OFFICE</u> 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, 2020 to December 31, 2020**.

ARCHIE B MANAGBANAG

Ratee

DARIO P. LINA
Head, Security Office

MFO / PAPS	Program/Activities/ Tasks Assigned	ACCOMPLISHMENT		_		<b>.</b>				
WIFO/ FAFS	Projects	Tasks Assigned	Target	Actual	Percentage	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Remarks
UMFO 6 General Administration and Support Services (GASS)										
VPAF MFO 7: Security Services and Management Office						**************************************		A STATE OF THE PARTY OF THE PAR		
Security Services Management MFOs:										
MFO 4. Maintain Peace and Order			anticipation of the state of th			MATERIAL CONTROL PROPERTY AND ASSESSMENT ASSESSMENT AND ASSESSMENT ASSE			NAMES OF THE PARTY	passer consideration of P <sub>asser</sub> consideration and an extension

1000 ( 1000	Program/Activities/		ACCOMP	ACCOMPLISHMENT						
MFO / PAPS	Projects	Tasks Assigned	Target Actual		Percentage	Q <sup>1</sup>	E <sup>2</sup>	ting T <sup>3</sup>	A <sup>4</sup>	Remarks
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	800	119%	4	4	4	4.00	
PI. 3. Number of orders/directives from higher office implemented	on different memorandum	Apprehend/reprimand violators on vandalism; Picking fruits, flowers, plants, etc. on campus without permission; Public disturbance; Trespassing; Littering; Intrusion VSU prroperties; No smoking policy; Improper disposal of solid waste; and Curfew policy.	100%	5	100%	4	4	5	4.33	
MFO 5. Administrative and Support Services						The state of the s				
Management										

MFO / PAPS	Program/Activities/	ACCOMP	ACCOMPLISHMENT		Rating					
WI O / I A O	Projects	Tasks Assigned	Target	Actual	Percentage	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Remarks
	PI.9. Thermal Scanning of staff and personnel coming inside the campus	All SSMO Personnel	90%	90%	100%	5.0	5.0	5.0	5.0	Prevention on spreading COVID-19 pandemic
	PI.11. Tire disinfection of all the vehicle who are from outside VSU that will enter the campus	All SSMO Personnel	90%	90%	100%	5.0	5.0	5.0	5.0	Prevention on spreading COVID-19 pandemic
TOTAL OVER-ALL RATING		GENEROLISINEON SOUTH THE CONTRACT OF THE CONTR	TO THE ETEROPE AND AND PROPERTY AND AN EXCEPT OF EACH PROPERTY OF THE ETEROPORTY OF	ANY CONTROL OF CONTROL	A A SELECTION OF SELECTION PROPERTY CONTROL OF SELECTION CONTROL OF SELE	ene analysis and alternations of the state o	WHITEMENT THEF PARTY MEDICAL SECTION	A SPERIOR DE L'ANGELE CONTRACTOR DE L'ANGELE	errenza administrativa de processo de la constanta de la const	NATIONAL PROPERTY OF THE PROPE
Average Rating(Total Overall rating divided by 4)  4.58  Comments & Recommendations for Developm				ent Pur	pose:					
Additional Points:			Recommendation to attend security and safety							
Approved additional points(with copy of approval)										

4.58

VS

Evaluated & Rated by:

DARIO P. LINA Deproffice Head

Date:

Approved by:

REMBERTO X. PATINDOL

Vice Pres. For Admin & Finance

trainings/seminars

Date

1 - Quality

2 - Efficiency

FINAL RATING

ADJECTIVAL RATING

# Exhibit I

## PERFORMANCE MONITORING FORM

Name of Employee: ARCHIE B. MANAGBANAG

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommen dation
1	Manning fixed post	Effectively and efficiently manning of fixed post as per SOP	Refers to their monthly Duty Detail Report	End of weekly Guard Detail Order	01 Jun 2020 - 31 Dec. 2020	VS	Very Satisfactory	Attend security and safety seminars/ trainings
2	Campus Roving	AOR properly observed	Refers to their monthly Duty Detail Report	End of weekly Guard Detail Order	01 Jun 2020 - 31 Dec. 2020	VS	Very Satisfactory	Attend security and safety seminars/ trainings
3	Hourly Station Checking	Hourly monitoring of Guards on-duty	Everytime posting at post 1 or 2	Everytime posting at post 1 or 2	01 Jun 2020 - 31 Dec. 2020	VS	Very Satisfactory	
	-							

<sup>\*</sup> Either very impressive, impressive, needs improvement, poor, very poor \*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

DARIO PILINA Head, OUDRRM



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#### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 2020 to December 2020

Name of Staff: ARCHIE B. MANAGBANAG Position: SECURITY GUARD 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						

Α.	Commitment (both for subordinates and supervisors)		5	Scal	е	
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.	3	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	(5)	4	3	2	1

	improvement of his work accomplishment	_				
12.	Willing to be trained and developed	(5)	4	3	2	
	Score					
	eadership & Management (For supervisors only to be rated by higher supervisor)		S	Scal	е	
1.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	<u>(5)</u>	4	3	2	
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	
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	
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	
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	
	Total Score			80		1
	Average Score		1	1.7	U	

Overall	recommendation
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Printed Name and Signature Head, OUDRRM

# EMPLOYEE DEVELOPMENT PLAN

Name of Emplo Performance Ra	yee: MANAGBANAG, ARCHIE B. ating: VS
Aim: To improve	e performance
Proposed Interv	ventions to Improve Performance:
Date: July 01, 2	Target Date: End of September 2020
First Step: F	Review the Eleven General Orders
Result: N	More aware of his duties and responsibilities as Security Guard in VSU.
Date: October	1 2020 Torget Date: End of December 2020
	1, 2020 Target Date: End of December 2020  Attend security and safety / team building.
Outcome: <u>F</u> efficient when o	Possess positive working environment and able to be more effective and n-duty.
Final Step/Reco	ommendation:
	attend Security Seminars/Training quarterly / semi-annually

Prepared by:

Conforme:

ARCHIE B. MANAGBANAG Name of Ratee Faculty/Staff