



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **RYSAN C. GUINOCOR**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	70%	3.45
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.5
TOTAL NUMERICAL RATING			4.95

TOTAL NUMERICAL RATING: 4.95


Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.95

ADJECTIVAL RATING: 0

Prepared by:


RYSAN C. GUINOCOR
Name of Staff

Reviewed by:


SANTIAGO T. PEÑA, Jr
Department/Office Head

Approved:


EDGARDO E. TULINO
President

Exhibit B

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Atty. Rysan C. Guinocor, Head of Legal 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 January 1, 2020 to June 30, 2020


RYSAN C. GUINOCOR
 RATEE

Approved:


SANTIAGO T. PEÑA
 Executive Assistant

MFOs/PAFs	Success Indicator	Tasks Assigned	Target Jan- June 2020	Accomplishment		Rating				Remarks
				Actual Accomplishment	Percentage	Q ¹	E ²	T ³	A ⁴	
OP MFO 2: Administrative services										
Legal Office MFO 1: Administrative and Support Services Management										
PI 1: Efficient legal services management	A1. Efficient and customer friendly assistance	T1: Entertains clients needs promptly, efficiently and effectively	no complaint	no complaint		5	5	5	5	
	A2. Legal opinions/ comments preparation	T2: Prepares legal opinions/ rulings/comments referred by the Office of the President and other key officials	15	15		5	5	5	5	
	A3. Counselling/ consultancy services	T3: Extends legal counselling/ consultancy services to faculty, staff and students	50	52		5	5	5	5	

[illegible]

PI 3: Conduct of trainings/lectures/orientation seminars	A8. Lectures/seminars conducted/facilitated	T11: Conducts lectures/seminars to Faculty, Staff and Students including VSU external campuses	1	1		5	5	5	5	
Legal Office MFO 4: Land management & monitoring services										
PI 4: Settlement of land problems	A9. Invites squatters/complainant for verification/settlement	T12: Settles complaints against VSU squatters within 30 days	2	2		5	5	5	5	
		T13: Verifies/follow up application for special patent	1	on going		5	5	5	5	
Legal Office MFO 5: Implementation of R.A 11032 (Ease of Doing Business)										
	A10. Citizen's Charter Updating	T14: No. of Citizen's Charter updated/revisited	10	0		5	5	4	4.67	
Total Over-all Rating						70	70	67	69.21	
Average Rating :						5	5	4.78	4.93	
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING						5	5	4.78	4.93	
ADJECTIVAL RATING						0	0	0	0	

Evaluated & Rated by:


SANTIAGO A. PEÑA, JR.
Executive Assistant

Date: _____

Approved by:


EDGARDO E. TULIN
President

Date: _____

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

Comments & Recommendations for Development Purposes:
Attends training / seminars on Administrative, CSC laws updates

TRACKING TOOL FOR MONITORING TARGETS


Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				1 st Month	2 nd Month	3 rd Month	4 th Month	5 th Month	6 th Month	
MFO I. Administrative and legal services										
	PI.1: Efficient & customer friendly assistance	R.C. Guinocor C. M. Martinez C. Anduyan	Jan. -June	7	12	8		14	11	
	PI.2: No. of legal opinions/rulings/ comments released within 5 days from receipt of request	R.C. Guinocor C. M. Martinez C. Anduyan	Jan. -June	4	3	1	2	1	4	
	PI.3: No. of faculty and staff/students counseled/ advised	R.C. Guinocor C. Anduyan	Jan. -June	7	12	8		14	11	
	P1.4: Percentage of anti-sexual harassment prosecuted	R.C. Guinocor C. M. Martinez	Jan. -June		1			1		
	PI. 5: No. of violations of the provisions of MOA/contracts acted	R.C. Guinocor C. M. Martinez C. Anduyan	Jan. -June					4	2	
	P1.6: Percentage of BOR/UADCO meeting attended/assisted per request by the President	R.C. Guinocor	Jan. -June		1	1	1			
	P1.7: No. of violations of the provision issued: OP Memorandum/	R.C. Guinocor C. Anduyan	Jan. -June	1				2		

	Circulars									
MFO 2. Legal documents preparation										
	Pl.8: Percentage of appeals/ memoranda prepared and filed within the time frame whenever applicable	R.C. Guinocor C. Anduyan	Jan. -June		2					
	Pl.9: No. of legal documents notarized /facilitated (contracts, agreements, affidavits, etc.) and certifications of no pending case issued/released within 2 days.	R.C. Guinocor C. M. Martinez C. Anduyan	Jan. -June	500	65	98	46	51	46	
	Pl. 10: No. of legal documents administered (SALN, CSC Form re: no pendency, etc.)	R.C. Guinocor C. M. Martinez C. Anduyan	Jan. -June	105	293	591	141	94	189	
	Pl.11: No. of MOA/MOU and other legal documents prepared/reviewed corrected and released within three (3) days	R.C. Guinocor C. M. Martinez C. Anduyan	Jan. -June	85	56	37	9	15		
MFO 3. Legal information/ dissemination services										
	Pl.12: No. of lectures/ seminars conducted to	R.C. Guinocor C. M. Martinez	Jan. -June	1						

[illegible]

MFO 8. Coordination with VSU HRMIS for easy production of legal- related documents (i.e Affidavit of Loss)										
	Pl. 18. Online application for affidavit of loss	R.C. Guinocor	Jan. -June	100%	100%	100%	100%	100%	100%	
MFO 9. Innovations/ changes for continued Improvement of improved services										
	Pl.19. Number of best practices introduced and implemented	R.C. Guinocor	Jan. -June							

Prepared by:


RYSAN C. GUINOCOR
 Unit Head

PERFORMANCE MONITORING FORM

Name of Employee: RYSAN C. GUINOCOR

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	T1: Entertains clients needs promptly, efficiently and effectively	No complaint	Jan. 2, 2020	June 30, 2020	May 26, 2020	very impressive	outstanding	
2	T2: Prepares legal opinions/ rulings/comments referred by the Office of the President and other key officials	15	Jan. 2, 2020	June 30, 2020	June 29, 2020	very impressive	outstanding	
3	T3: Extends legal counselling/ consultancy services to faculty, staff and students	50	Jan. 2, 2020	June 30, 2020	June 26, 2020	very impressive	outstanding	
4	T4: Prepares reports/ resolution/ recommendation of cases within 30 days from the day the case is submitted for resolution	2	Jan. 2, 2020	June 30, 2020	May 19, 2020	very impressive	outstanding	
5	T5: Prosecutes anti-sexual harassment cases	100%	Jan. 2, 2020	June 30, 2020	Feb. 13, 2020	very impressive	outstanding	
6	T6: Acts on violations of the provisions of agreements/contracts	2	Jan. 2, 2020	June 30, 2020	May 19, 2020	very impressive	outstanding	

7	T7: Attends BOR/UADCO meetings per request by the President	100% attendance	Jan. 2, 2020	June 30, 2020	May 15, 2020	very impressive	outstanding	
8	T8: Attends meetings of PMT, VSU Admin. Scholarship and VSU Housing Com. as member	10	Jan. 2, 2020	June 30, 2020	May 14, 2020	very impressive	outstanding	
9	T9: Files appeals/ memorandum within the time frame whenever applicable	100%	Jan. 2, 2020	June 30, 2020	May 19, 2020	very impressive	outstanding	
10	T10: Prepares/reviews/ notarizes MOAs, contracts and other legal documents within 2 days from receipt	700	Jan. 2, 2020	June 30, 2020	June 29, 2020	very impressive	outstanding	
11	T11: Conducts lectures/ seminars to Faculty, Staff and Students including VSU external campuses	1	Jan. 2, 2020	June 30, 2020	January 31, 2020	very impressive	outstanding	
12	T12: Settles complaints against VSU squatters within 30 days	2	Jan. 2, 2020	June 30, 2020	Feb. 17, 2020	very impressive	outstanding	

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

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

Prepared by:


SANTIAGO T. PEÑA
Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2020

Name of Staff: Rysan C. Guinocor

Position: Chief Legal Officer

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

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Total Score		60				
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		25				
Average Score		5				

Overall recommendation : Very approachable & explains well anything legal


SANTIAGO J. PEÑA Jr.
 Printed Name and Signature
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 nd	
	3 rd	
	4th	

Name of Office: Legal Office

Head of Office: Atty. RYSAN C. GUINOCOR

Number of Personnel: 3

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Consultation on progress of some special tasks				
Coaching	Discusses problems related to office function and identify appropriate solutions				

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

Conducted by:

SANTIAGO T. PEÑA, Jr.
Immediate Supervisor

Noted by:

Dr. EDGARDO E. TULIN
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RYSAN C. GUINOCOR

Performance Rating: _____

Aim: Obtain post-graduate degree

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: Continue enrolling in post-graduate studies (Master of Arts in Public Management and Development)

Result: Earned credits leading to Master in Public Management and Development

Date: _____ Target Date: _____

Next Step: Continue pursuing Master of Arts in Public Management and Development

Outcome: Obtain post-graduate degree and knowledge which can be used to improve exercise of function.


Final Step/Recommendation:

Pursue Master of Arts in Public Management and Development

Prepared by:


SANTIAGO T. PEÑA, Jr.
Unit Head

Conforme:


RYSAN C. GUINOCOR
Name of Ratee Faculty/Staff