COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

ESTOY, EDUARDO D.

Particulars (1)	Numerical Rating	Percentage Weight	Equivalent Numerical Rating (2x3)
Numerical rating per IPCR	4.11	70%	2.88
Supervisors/Head's assessment of His contribution towards Attainment of office accomplishments	3.87	30%	1.16
	TOTAL NUME	RICAL RATING	4.04

TOTAL NUMERICAL RATING:

4.04

Add: Additional Approved Points, if any:

4.04

TOTAL NUMERIAL RATING:

VS

ADJECTIVAL RATING:

Prepared by:

Reviewed by:

Name of Staff

Department/Office Head

Approved:

REMBERTO A. PATINDOL

Chairman, PMT

"Exhibit B"

I, EDUARDO D, ESTOY, of the SECURITY SERVICES OFFICE commit to de	eliver and agree to be rated on the attainment of the following targets in accordance with the
indicated measures for the period January 1) to June 30, 2019.	

EDUARDO D. ESTOY

CELSO GUMAOD

Head, Security Office

MFO / PAPS	Program/Activities/	Tasks Assigned	ACCOMP	LISHMENT	Dorcontago		Ra	ting		Down I					
WII OTTATS	Projects	rasks Assigned	Target Actual		Target Actual		Target Actual		Target Actual		Percentage	Q ¹	$Q^1 E^2 T^3 A^4$		Remarks
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/	Tasks Assigned	ACCOMP	LISHMENT	Percentage		Ra	ting		Remarks
WIFO / PAPS	Projects	l daka Assigned	Target	Actual	Percentage	Q ¹	E ²	T ³	A ⁴	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	840	124%	4	4	4	4.00	
PI 2. Number of hours in the	Campus roving	Observed area of responsibility	100%	24	100%	4	4	4	4.00	
Campus properly roved		(AOR)								
<u>PI. 3.</u> Number of orders/directives from higher office implemented	compliance/implement ation on different	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%	24	100%	5	4	4	4.33	
TOTAL OVER-ALL RATING									12.33	

MFO / PAPS	Program/Activities/	Program/Activities/ Tasks Assigned			
WFO / PAPS	Projects	Tasks Assigned	Target Actual		
Average Rating(Total Overall rating divided by 4)		4.11			
Additional Points:			Ne		
Approved additional points(with copy of approval)	хх				
FINAL RATING		4.11			
ADJECTIVAL RATING		VS			

Comments & Recommendations for Development Purpose:

Needs to insprove communication stills

expectedly in the written veget

Rating

Remarks

Percentage

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 Accomplish ment	Quality of	Over-all assessment of output**	Remarks Recommend ation
1	Manning fixed post	Effective manning of fixed post as per SOP	Refer to weekly guard detail	End of weekly Guard Detail Order	June 30, 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	June 30, 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

Instrument for Performance Effectiveness of Administrative Staff Rating Period: January 1 to June 30, 2019

Name of Staff: EDUARDO D. ESTOY

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

Takes charge of the post and all government properties in view.	1_	1	-		
go to minor proportion in view.	5	A	3	2	1
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	A	3	2	1
Reports all violation of orders he is instructed to enforce.	5	1	2	2	1
Repeats all calls from posts more distant from the guard house where he is stationed.		-		2	1
Quits his post only when properly relieved.	57	1	3	2	1
Receives, obeys and passes on to the relieving quard all orders from the	5	A	3	2	1
Talks to no one except in line of duty.	5	4	3	2	1
Gives the alarm in case of fire or disorder.	5	-		-	1
Calls the superior officer in any case not covered by instructions.	5	4	3	2	1
Salutes all university officials, his superiors, ranking public officials and commissioned officers of the Armed Forces of the Philippines.		A	3	2	1
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
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
university and that of the customers or clients.		4	3	2	1
Learns at heart or memorizes and strictly observes the laws and regulations governing the use of firearms.	5	4	3	2	1
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
	Reports all violation of orders he is instructed to enforce. Repeats all calls from posts more distant from the guard house where he is stationed. Quits his post only when properly relieved. Receives, obeys and passes on to the relieving guard all orders from the university heads, SSO head, security officer or shift supervisors. Talks to no one except in line of duty. Gives the alarm in case of fire or disorder. Calls the superior officer in any case not covered by instructions. Salutes all university officials, his superiors, ranking public officials and commissioned officers of the Armed Forces of the Philippines. 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. Wears his uniform, badge, patches and insignia in a proper manner, and neat in appearance as a symbol of public trust and confidence. Familiarizes himself diligently with the rules and regulations laid down by the university and that of the customers or clients. Learns at heart or memorizes and strictly observes the laws and regulations governing the use of firearms. 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 officials and undue friendship to influence his actuations in the performance of his officials and undue friendship to influence his actuations in the performance of his officials and undue friendship to influence his actuations in the performance of his officials and the performance of his officials and undue friendship to influence his actuations in the performance of his officials and undue friendship to influence his actuations in the performance of his officials and the provides and undue friendsh	Reports all violation of orders he is instructed to enforce. 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Repeats all calls from posts more distant from the guard house where he is 5 stationed. Quits his post only when properly relieved. Receives, obeys and passes on to the relieving guard all orders from the 5 university heads, SSO head, security officer or shift supervisors. Talks to no one except in line of duty. Gives the alarm in case of fire or disorder. Calls the superior officer in any case not covered by instructions. Salutes all university officials, his superiors, ranking public officials and commissioned officers of the Armed Forces of the Philippines. Salutes all university officials, and during the time of challenging, challenges all 5 persons near his post and allows no one to pass without proper authority. Wears his uniform, badge, patches and insignia in a proper manner, and neat in 5 pappearance as a symbol of public trust and confidence. Familiarizes himself diligently with the rules and regulations laid down by the 5 pappearance and the fire customers or clients. Learns at heart or memorizes and strictly observes the laws and regulations 5 pappearance of firearms. Acts at all times with decorum and does not permit personal feelings; prejudices 5 pand undue friendship to influence his actuations in the performance of his official.	Reports all violation of orders he is instructed to enforce. Repeats all calls from posts more distant from the guard house where he is 5

18 3.83

B. Leadership & Management (For supervisors only to be rated by higher supervisor)				Scale						
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					
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					
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						
Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1					
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	-									

Overall recommendation	

CELSO GUMAOD Name of Head

PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office SECURITY SERVICES OFFICE

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

1st 2nd 3rd 4th

Date:

Signature:	7	/		

Activity		MECHANISM			
Monitoring	Meetir	-	Memo	Others (Pls.	Remarks
	One-on-One	Group		specify)	
Monitoring	The Head of office and	Participation of the	President Memo	LOI and verbal	Security Guard
	shift supervisor conducted	SG's and admin staff	on the different	instructions of	concerned was
	on the spot follow-up	meeting in the	university	the Universitty	informed of his
	observations and	different activities	event/celebratio	President and	assignments and
	inspection of detailed SG	conducted by the	ns.	OVPAF	properly
	in his AOR	head of office			monitored.
Coaching	The concerned staff will	Security Guards	SSO Memo,	Weekly duty	Narrative
	informed of the ourcome	attended command	orders and LOI	detail order was	instruction was
	of the previous office	conference/meeting	issued	issued to	tiven and
	performance especially	s to iron out what is		concerned SG.	encouragement
	concerning draw-backs on	best he can			to do much
	their assigned tasks.	contribute the unit.			better.
	Advices were given to the				
	concerned SG.				
			1		

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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee:

ESTOY, EDUARDO D

Performance Rating: O

Aim: To improve performance

Proposed Interventions to Improve Performance:

Date: January 01, 2019

Target Date: End of March 2019

First Step:		
Review the Eleven General Orders		
-		
Result:	:	
***************************************	More aware of their respe	ctive duties and responsibilities
-		
Date:	April 01, 2019	Target Date: End of June 2019
Next St	tep:	
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 GUMAOD Head-Security Services Office