#### Annex P

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

Name of Staff: RODULFO A. BALERECIA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical rating per IPCR	3.92	70%	2.74
Supervisors/Head's assessment of     His contribution towards Attainment of     office accomplishments	4.46	30%	1.33
	TOTAL N	JMERICAL RATING	4.07

**TOTAL NUMERICAL RATING:** 

4.07

Add: Additional Approved Points, if any:

4.07

**TOTAL NUMERIAL RATING:** 

4.07

**ADJECTIVAL RATING:** 

VS

Prepared by:

Reviewed by:

RODULFØA. BALERECIA

Name of Staff

Department/Office Head

Approved:

REMBERTO A. PATINDOL

Chairman, PMT

"Exhibit B"

I, RODULFO A. BALERECIA, of the SECURITY SERVICES AND MANAGEMENT OFFICE commit 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, 2018.

Ratee

CELSO GUMAOD

Head, Security Office

	Program/Activities/		ACCOMP	i si ji Mente			Re	ting		
MFO / PAPS	Projects	Tasks Assigned	Target	Actual	Percentage	Q <sup>†</sup>	E²	T³	A*	Remarks
UMFO 6 General Administration and Support Services (GASS)										
VPAF MFO 7: Security Services and Management Office			i.							
Security Services Management MFOs:										
MFO 3. Public Safety										
PI. 1. Number of hours implementation of road traffic safety during rush hour	Traffic safety	Guide pedestrian and assist students, Faculty and Staff in crossing highway	20	21	109%	4	3	4	3.67	
MFO 4. Maintain Peace and Order										

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 Manning fixed Post ( facilitate the owners to widraw. Post 1,2, Records trip ticket of VSU PI 1. Number of hours fixed post Administration 400 750 187% 4 4 4 4 vehicles, Checking being manned **Building and Market** student,faculty and Staff ID's, Monitor in/out of Staff, Opening area) and closing of market gate including PCC and Holy spirit gate and Inspection of all stalls after closing time. Observed area of responsibility PI 2. Number of hours in the **Campus roving** 20 24 120% 4 4 4 (AOR) Campus properly roved Apprehend/reprimand violators on vandalism; Picking fruits, Orders/directives flowers, plants, etc. on campus compliance/implementat without permission; Public PI. 3. Number of orders/directives ion on different disturbance; Trespassing; 20 25 125% 4 4 from higher office implemented memorandum circulars Littering; Intrusion VSU prroperties; No smoking policy; issued by OP. Improper disposal of solid waste; and Curfew policy. 15.67 TOTAL OVER-ALL RATING

4.

Average Rating(Total Overall rating divided by 3)		3.92
Additional Points:		
Punctuality	хх	
Approved additional points(with copy of approval)	хх	
FINAL RATING		3.92
ADJECTIVAL RATING	·	VS

Evaluated & Rated by:

Approved by:

CELSO GUMAOD

Head, Security Office

Date:

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Comments & Recommendations for Development Purose:

Protect the interest of our unit and clients without

compromise & prejudice and be honest on your actions, words and thought.

REMBERTO A PATINDOL

Vice Pres. For Admin & Finance Date:

Position: Security Guard-II

# Instrument for Performance Effectiveness of Administrative Staff Rating Period: July 1 to December 31, 2018

Name of Staff: RODULFO A. BALERECIA

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. C	commitment (both for subordinates and supervisors)		Ş	Scal	е	
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.		4	3	2	1
	Total Score	67	11	5=	4.4	6

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.				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.				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.				2	1		
· 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 FORM

Name of Employee: RODIJI FO A RAI FRECIA

		Date	Expected Date to	Actual Date	Quality of	Over-all	Remarks/
Task Description	Expected Output	Assigned	Accomplish	accomplished	Output*	assessment of output**	Recommen- dation
Manning fixed post	Effective manning of fixed post as per SOP	Refer to weekly guard detail	End of weekly Guard Detail Order	December 28 2018	VS	VS	Observance of 11 General Order
Campus Roving	AOR properly observed	Refer to weekly guard detail	End of weekly Guard Detail Order	December 28 2018	VS	VS	
	Manning fixed post	Manning fixed post Effective manning of fixed post as per SOP  Campus Roving AOR properly	Task Description  Expected Output  Assigned  Manning fixed post  Effective manning of fixed post as per SOP  Campus Roving  AOR  Observed  Assigned  Refer to weekly guard detail	Task Description  Expected Output  Assigned  Accomplish  Assigned  Accomplish  Accomplish  Effective manning of fixed post as per SOP  Manning fixed post  Assigned  Accomplish  Accomplish	Task Description  Expected Output  Assigned  Accomplish  accomplished  Accomplish  December 28  Guard Detail  Order  Campus Roving  AOR  Observed  Accomplish  Accomplish  Accomplish  December 28  2018  December 28  Observed  Campus Roving  Accomplish  Accomplish  December 28  Accomplish  December 28  Campus Roving  AOR  Order  December 28  Observed  Observed  Accomplish  December 28  Order	Task Description  Expected Output  Assigned  Accomplish  accomplished  Output*  Output*  Manning fixed post  Manning fixed post  Assigned  Accomplish  Accomplish  Accomplish  Output*  Fixed post as per SOP  Weekly guard detail  Order  Campus Roving  AOR properly observed  Assigned  Accomplish  Accomplish  Cand December 28  Order  Campus Roving  AOR properly weekly  Output*  End of weekly  Guard Detail  Output*	Task Description  Expected Output  Assigned  Accomplish  accomplished  Output*  assessment of output**  Manning fixed post  Manning fixed post  Accomplish  Accomplish  Accomplish  Accomplish  Accomplish  Accomplish  Accomplish  Accomplish  Output*  Assigned  Accomplish  Output*  Assessment of output**  Guard Detail  Order  Campus Roving  Accomplish  Output*  Accom

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

Prepared by:

Head, Security Office

### PERFORMANCE MONITORING & COACHING JOURNAL

1st	Q U
2 <sup>nd</sup>	A
3 <sup>rd</sup>	R T
4th	E R

Name of Office: SECURITY SERVICES OFFICE

Head of Office: CELSO GUMAOD

	e of Personnel: RODU	MECHA		Date	: /I +00 /9
Activity Monitoring	Meeting		Memo	Others (Pls. specify)	Remarks
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 SGs 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 University President and OVPAF.	Security Guard concerned was informed of his assignments and properly monitored.
Coaching	The concerned staff was informed of the outcome of the previous office performance especially concerning drawbacks 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 given and encouragement to do much better.

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

Conducted by:

Head, Security Office

Noted by:

REMBERTO A PATINDOL

Vice Pres. for Admin & Finance

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Rodulfo A. Balerecia. Performance Rating: VS	
Aim:	
Proposed Interventions to Improve Performance:	
Date: July 2018 Target	Date: End of September 2018
First Step: Review the Eleven General Orders	
Result:	
More aware of their respective duties and r	esponsibilities.
Date: October 2018 Target	Date: End of December 2018
Next Step: Attendance of general meeting and speci	al conference with regards to
Security operations.	
Outcome: Can easily respond to any form of incide	nt happended in the campus.
Final Step/Recommendation:	
Attendance of security seminars/trainings.	
Prepared	Celso Gumaod Head, Security Office
Conforme:  Rédulfo/A. Balerecia  Name of Ratee/Staff	ricau, security Office