### COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Staff: HENRY P.POSAS

| Particulars<br>(1)   | Numerical<br>Rating (2) | Percentage<br>Weight<br>(3) | Equivalent<br>Numerical Rating<br>(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                                    |
|  | 4.07                    |                             |   |

4.07

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

4.07

**ADJECTIVAL RATING:** 

VS

Prepared by:

Reviewed by:

HENRY P. POSA

Name of Staff

Department/Office Head

**Recommending Approval:** 

REMBERTO A. PATINDOL

Chairman, PMT

Approved:

iario)O E. TULIN

Président

#### "Exhibit B"

I, HENRY P.POSAS, 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 Danuary 1 to June 30, 2018.

HENRY P. POSAS

2

Ratee

CELSO GUMAOD

Head, Security Office

|   | Program/Activities/ | ACCOMP  | LISHMENT |        | Rating     |                |                |                |                |         |
|---|---------------------|---|----------|--------|------------|----------------|----------------|----------------|----------------|---------|
| MFO / PAPS  | 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                           |                     |   |          |        |            |                |                |                |                |         |
| 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 | 22       | 48     | 218%       | 4              | 4              | 4              | 4              |         |
| 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 facilitate the owners to **Manning fixed Post (Post** withdraw. Records trip ticket of PI 1. Number of hours fixed post 1,2, Administration 3.6667 240 363 151% 4 VSU vehicles, Checking being manned Building and Market area) 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. Observed area of responsibility PI 2. Number of hours in the 18 **Campus roving** 63 35% (AOR) Campus properly roved Apprehend/reprimand violators on vandalism; Picking fruits, flowers, plants, etc. on campus Orders/directives without permission; Public Pl. 3. Number of orders/directives compliance/implementation disturbance; Trespassing; 100% 22 22 4 on different memorandum from higher office implemented Littering; Intrusion VSU circulars issued by OP. properties; No smoking policy; Improper disposal of solid waste; and Curfew policy. 15.667 TOTAL OVER-ALL RATING

| Average Rating(Total Overall rating divided by 4) |   | 3.92 |
|---|---|------|
| Additional Points:                                |   |      |
| Approved additional points(with copy of approval) | ж |      |
| FINAL RATING                                      |   | 3.92 |
| ADJECTIVAL RATING                                 |   | VS   |

Evaluated & Rated by:

CELSO GUMAOD

Dept/Office Head Date:

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Comments & Recommendations for Development Purpose:

Protect the interest of our unit and our clients W/o compromise and prejudice and be honest on your action, words & Thought.

Approved by:

REMBERTO X. PATINDOL

Vice Pres. For Admin & Finance Date:

# Instrument for Performance Effectiveness of Administrative Staff Rating Period: January 1 to June 30, 2018

Name of Staff: HENRY P. POSAS

Position: Security Guard-1

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)  |   | ( | 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** 

67/15=4.47

| 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.   |   |   |       | 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 | 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 | · |              |
|------------------------|---|--------------|
|                        |   |              |
|                        |   | Muss         |
|                        |   | 1 1/2        |
|                        |   | CELSO CUMAOD |
|                        |   | Name of Head |

### PERFORMANCE MONITORING FORM

Name of Employee: HENRY P.POSAS

| Task<br>No. | Task<br>Description   | Expected Output                            | Date Assigned                | Expected Date to<br>Accomplish         | Actual Date accomplished | Quality of<br>Output* | Over-all assessment of output** | Remarks/<br>Recommen-<br>dation      |
|-------------|-----------------------|--|------------------------------|--|--------------------------|-----------------------|---------------------------------|--------------------------------------|
| 1.          | Manning Fixed<br>Post | Effective manning of fixed post as per SOP | Refer to weekly guard detail | End of weekly<br>Guard Detail<br>Order | June 30 2018             | VS                    | VS                              | Observance<br>Of 11 General<br>Order |
| 2.          | Campus<br>Roving      | AOR properly observed                      | Refer to weekly guard detail | End of weekly<br>Guard Detail<br>Order | June 30,2018             | VS                    | VS                              |                                      |
| 3.          |                       |  |                              |  |                          |                       |                                 |                                      |
| 4           |                       |  |                              |  |                          |                       |                                 |                                      |
| 5           |                       |  |                              |  |                          |                       |                                 |                                      |
| 6           |                       |  |                              |  |                          |                       |                                 |                                      |
| 7           |                       |  |                              |  |                          |                       |                                 |                                      |

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

Prepared by:

CELSO GUMAOD Head, Security Office

## **PERFORMANCE MONITORING & COACHING JOURNAL**

1st Q U A R R T E 4th R

Name of Office: SECURITY SERVICES OFFICE

Head of Office: CELSO GUMAOD

Name of Personnel: POSAS, HENRY P.

Signatur

Date: 11 /2 8 /18

| Activity               |  | MECHA  | ANISM  |  |  |
|------------------------|--|--|--|--|--|
| Activity<br>Monitoring | Meeti<br>One-on-One  | ng<br>Group  | Memo   | Others (Pls. specify)  | Remarks  |
| Monitoring             | -The head of office<br>and shift supervisor<br>conducted on-the-<br>spot follow-up<br>observations and<br>inspection of<br>detailed SG in his<br>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 SG 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 the command conference/ meetings to iron out what is best he can contribute the unit. | SSO memo., orders and LOI issued                               | Weekly duty<br>detail order<br>was issued to<br>concerned<br>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:

CELSO | GUMAOD Head, Security Office Noted by:

REMBÉRTO A PATINDOL Vice Pres. for Admin & Finance

## EMPLOYEE DEVELOPMENT PLAN

| Name of Employee: <u>Henry P.Posas</u> Performance Rating: <u>4.07</u> |                 |                            |
|--|-----------------|----------------------------|
| Aim: To improve performance  |                 |                            |
| Proposed Interventions to Improve Performance:                         |                 |                            |
| Date: January 2018   | Target Date:    | End of March 2018          |
| First Step:  |                 |                            |
| Review the Eleven General Orders                                       |                 |                            |
| Result: .  |                 |                            |
| . More aware of their respective dutie                                 | es and responsi | bilities.                  |
|  |                 |                            |
| Date: _April 2018  | Target Date:    | End of June 2018           |
| Next Step: Attendance of general meeting and spe                       | cial conference | e with regards to security |
| Operation.   |                 |                            |
|  |                 |                            |
| Outcome: Can easily respond to any form of inci                        | dent happened   | in the campus.             |
| Final Step/Recommendation:   |                 |                            |
| Attendance of security seminars/trainings.                             |                 |                            |
|  |                 |                            |

Conforme:

Name of Ratee/Staff

Prepared by:

Head, Security Office