



**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	5.00	30%	1.50
<b>TOTAL NUMERICAL RATING</b>			4.95

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING


4.93

4.95 (40%)

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

  
RYSAN C. GUINOCOR  
Name of Staff

Recommending Approval:

Approved:



DANIEL LESLIE S. TAN

Vice President for Administration and Finance

# **INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)**

I, **RYSAN C. GUINOCOR**, OIC Director, Office of the Director for Administration and Services and OIC-Head General Services Office commits to deliver and agree to rated on the attainment of the following accomplishments in accordance with the indicated measures for the following targets in accordance with the indicated measures for the period July-December 31, 2021.

  
**RYSAN C. GUINOCOR**  
 RATEE

Approved:  
  
**DANIEL LESLIE S. TAN**  
 VP for Admin. & Finance

MFOs/PAPs	Success Indicator	Tasks Assigned	Target March-Dec 2021	Accomplishment		Rating				Remarks
				Actual Accomplishment	Percentage	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 6:General Administrative and Support Services										
OVPAF MFO 1: ARTA Aligned Compliance And Reporting Requirements										
ODAS MFO1: Administrative and Support Services Management										
Pl.1 ISO 9001:2015 aligned documents and complaint process	A1. Satisfied clients due to prompt, efficient and effective service	Entertains faculty and staff needing assistance or services of the office	Zero percent complaint from clients served	Zero percent complaint from clients served		5	5	5	5	
	A2. Approved quality procedure of the office	Prepares quality procedure of the office	1	0		5	5	4	4.67	drafted 1 QP
Pl. 2. No. of administrative services and financial/ administrative documents acted within time frame	A3. Processed financial and personnel related documents	Review legality of documents and signs if already in order	100	524		5	5	5	5	
	A4. All offices under the unit and all staff supervised, led and directed to ensure attainment of mandated functions and targeted outputs	Provides directions and supervision of units under the office and directly supervises subordinates	3	5		5	5	5	5	
Pl. 3. No. of linkages with external agencies maintained	A5. Linkages with government agencies which the university transacts business maintained	Strengthens the linkages and smooth working relationship with important government agencies	1 (CSC Ormoc, CSC Reg., DBM, PASUC ZONAL Center, PASUC National, PASUC Zonal Central, CHED, Ombudsman, GSIS, Cash, LBP, BOT, PhilGEPS, NAP & Cebu City Hall, NAP Cebu)	1 (CSC Ormoc, CSC Reg., DBM, PASUC ZONAL Center, PASUC National, PASUC Zonal Central, CHED, Ombudsman, GSIS, Cash, LBP, BOT, PhilGEPS, NAP & Cebu City Hall, NAP Cebu)		5	5	5	5	



Pl. 4. No. of committee assigned performed	A6. Committee functions and assignment performed	Performes functions, attends or sends representatives meetings of the Committees and prepares proposals as required for deliberation	15	15		5	5	5	5	
Pl. 5. No. of innovations introduced and implemented	A7. Innovations introduced and implemented to improve operations and quality of services	Initiates and introduces innovation to improve operations and quality of service to clients	1	4		5	5	5	5	
<b>UMFO 6:General Administrative and Support Services</b>										
<b>OVPAF MFO 1: ARTA Aligned Compliance And Reporting Requirements</b>										
<b>GSO MFO1: Administrative and Support Services Management</b>										
Pl.1 ISO 9001:2015 aligned documents and complaint process	A1. Satisfied clients due to prompt, efficient and effective service	Entertains faculty abd staff needing assistance or services of the office	Zero percent complaint from clients served	Zero percent complaint from clients served		5	5	5	5	
	A2. Approved quality procedure of the office	Prepares quality procedure of the office	1	1		5	5	4	4.67	drafted 1 QP
	A5. All utility/messenger under the unit and all staff supervised, led and directed to ensure attainment of mandated functions and targeted outputs attained	Provides directions and supervision to all units under the office and directly supervises subordinates	5	65 utility/messenger supervised,led and directed		5	5	5	5	
Total Over-all Rating									49.34	
Average Rating :									4.934	
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING									4.93	
ADJECTIVAL RATING									0	

Evaluated & Rated by:

**DANIEL LESLIE S. TAN**

VP for Admin. & Finance

Date:

1/21/22

Approved by:

**DANIEL LESLIE S. TAN**

VP for Admin. & Finance

Date:

1/21/22

Comments & Recommendations for Development Purposes:





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY-DECEMBER

Name of Staff: RYSAN C. GUINOCOR

Position: OIC DIRECTOR,

**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
Total Score						

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		85				
Average Score		5				

Overall recommendation : \_\_\_\_\_



**DR. DANIE LESLIE S. TAN**

Vice President, Administration and Finance



## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: ODAS

Head of Office: Atty. RYSAN C. GUINOCOR

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Reporting of Targets & Accomplishments, and problems & Solutions		meeting w/ OVPAF Directors			Regular Monthly Meetings
Coaching					

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

Conducted by:

Dr. DANIEL LESLIE S. TAN  
Immediate Supervisor

Noted by:

Dr. EDGARDO E. TULIN  
Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RYSAN C. GUINOCOR

Performance Rating: Outstanding

Aim: Obtain post-graduate degree

Proposed Interventions to Improve Performance:

Date: \_\_\_\_\_ Target Date: December 2022

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

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

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Date: \_\_\_\_\_ Target Date: December

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

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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:

  
**DANIEL LESLIE S. TAN**  
Immediate Supervisor

Conforme:

  
**RYSAN C. GUINOCOR**  
Name of Ratee Faculty/Staff