

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.85	70%	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.57	30%	1.37
TOTAL NUMERICAL RATING			4.77

TOTAL NUMERICAL RATING: 4.77

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.77

ADJECTIVAL RATING: 0

Prepared by:


RYSAN C. GUINOCOR
Name of Staff

Reviewed by:


SANTIAGO T. PEÑA Jr.
Department/Office Head

Approved:


EDGARDO E. TULIN
President *2/10/20*

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

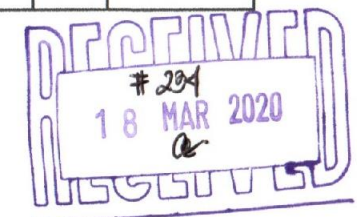
I, Atty. Rysan C. Guinocor, Head of Legal Office commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 1, 2019 to December 31, 2019


RYSAN C. GUINOCOR
 RAJEE

Approved:


SANTIAGO T. PEÑA Jr.
 Executive Assistant

MFOs/PAFs	Success Indicator	Tasks Assigned	Target July-Dec. 2019	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	21		5	5	4	4.67	
	A.3: Counselling/ consultancy services	T3: Extends legal counselling/ consultancy services to faculty, staff and students	60	75		5	5	5	5	
		T4. Acts on violations of the provisions of agreements/contracts	2	5		5	5	4	4.67	



	A.5 Meetings/advises extended	T5: Attends BOR/UADCO meetings per request by the President	100% attendance	100% attendance		5	5	5	5	
	A.6 Membership in committees/boards	T6: Attends meetings of PMT, VSU Admin. Scholarship and VSU Housing Com. as member	3	5		5	4	5	4.67	
Legal Office MFO 2: Legal Documents Preparations										
PI 2: Efficient preparation of legal documents	A.7 Review/Notarization of legal documents	T7: Files appeals/memorandum within the time frame whenever applicable	100%	100%		5	5	4	4.67	
		T8: Prepares/reviews/notarizes MOAs, contracts and other legal documents within 2 days from receipt	1,000	1,478		5	5	4	4.67	
Legal Office MFO 3: Legal information/dissemination services										
PI 3: Conduct of trainings/lectures/orientation seminars	A8. Lectures/seminars conducted/facilitated	T9: Conducts lectures/seminars to Faculty, Staff and Students including VSU external campuses	2	5		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	T10: Settles complaints against VSU squatters within 30 days	2	4		5	5	5	5	
		T11: Verifies/follow up application for special patent	1	on going		5	5	5	5	
Total Over-all Rating						55	54	51	53.35	
Average Rating :						5	4.91	4.64	4.85	
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING						5	4.91	4.64	4.85	
ADJECTIVAL RATING										


Evaluated & Rated by:


SANTIAGO E. PEÑA, JR.
Executive Assistant

Date: _____

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

Approved by:


EDGARDO E. TULÍN
President *arc*

Date: _____

Comments & Recommendations for
Development Purposes:

*Very productive. Coordinate
of USM HKPUS to facilitate
production of legal releases
documents i.e. affidavits of
LSS, etc.*

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	G. Duran - remind monthly submission of the notarial documents				
Coaching	G. Duran - document preparation for notarial - transcribe minutes of meeting / conference				

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

Conducted by:

ATTY. RYSAN C. GUINOCOR
Immediate Supervisor

Noted by:

SANTIAGO D. PEÑA Jr.
Next Higher Supervisor

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July- December 2019

Name of Staff: RYSAN C. GUINOCOR Position: ATTORNEY IV

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

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 2020

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

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

Date: _____ Target Date: December 2021

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
Ratee