



Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

GIRON, JESUS I.

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.60	70%	3.22
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.45
		TOTAL NUI	MERICAL RATING	4.67

TOTAL	NUMERICAL	RATING:	

4.67

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

4.67

FINAL NUMERICAL RATING

4.67

ADJECTIVAL RATING:

0

Prepared by:

Reviewed by:

Name of Staff

DARIO

Head, OUDRRIM

Recommending Approval:

REMBERTO A. PATINDOL

Vice President for Admin & Finance

Approved:

REMBER PATINDOL

Chairman, PMT

No. 20-28

"Exhibit B"

I, **JESUS I. GIRON**, of the <u>SECURITY SERVICES OFFICE</u> commits to deliver and agree to be rated on the attainment of the following targets in accordance accordance with the indicated measures for the period **July 1, 2020 to December 31, 2020**.

JESUS I GIRON

DARIO P LINA
Head, Security Office

MFO / PAPS	Program/Activities/	Tasks Assigned A	ACCOMP	LISHMENT			R	Domarke		
	Projects	rasks Assigned	Target	Actual	Percentage	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			S. DANSTAGO CERTATANA ANTANA ANTA	DESCRIPTION OF THE PROPERTY OF		HERATES A BROWN OF STOLEN STREET, STATE OF				
Security Services Management MFOs:			THE STATE OF THE S	AND TO COMPANY AND THE	THE REAL PROPERTY OF THE PROPE	SOLIS ALEMAN ALEMAN RALINA SOLIS EST	MANAGEMEN SELECTION AND AND AND AND AND AND AND AND AND AN		ARTHUR DESIGNATION OF THE PROPERTY OF THE PROP	NET TELEVISION DE RECEI SE PENTANTE PROPENSIA DE LA CALLES CONTRACTOR DE LA CALLES CONTRACTOR DE LA CALLES CONT
MFO 3. Public Safety						MAXIMATINA EEPINA TOOPINGES SERVICES		A 150 A		
PI 3. All emergency assistance calls responded	Emergency Assistance	Respond to the emergency happening within the University premises. Take blotter report, make incident report for information purposes.	90.00%	90.00%	100.00%	4	5	5	4.67	
MFO 4. Maintain Peace	ORDER HEIZEN HEIZEN ZUR HEIZEN ZUR HEIZEN BESTEHLEN EINE HEIZEN BEHOREN BEH		AND DECEMBER THE PERSON NAMED AND ADDRESS OF THE PERSON NAMED ADDRESS OF THE PERSON NAMED AND	AT HE WORLD SEEL RESPONSE AND AN OWN DELECTION WHE COM-	ORIGINE CONTROL COLLEGE COLLEG	ELOTE, LEET ROTHER EL MANTENERS PRINT	NTA-1440004/12/NTA-11/12/12/12	MANUFARMA LOCALISTENSVARILA CESTANOMINO	N. MENERONEE OF THE ORIGINAL PROPERTY AND ADDRESS OF THE ORIGINAL PROPERTY AND ADDRES	A TECHNICA EL MÍCHT A MICH CEUT TECHNICA EL TECHNICA E
and Order										

MFO / PAPS	Program/Activities/	Tasks Assigned	ACCOMP	LISHMENT	D	Rating				
	Projects	rasks Assigned	Target Actual		Percentage	Q ¹	E ²	T ³	A ⁴	Remarks
<u>PI 1.</u> 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 widraw, 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	784	116.14%	4	4	5	4.33	
PI 2. Number of hours in the Campus properly roved	Campus roving	Observed area of responsibility (AOR)	375	375	100%	4	4	5	4.33	
PI. 5. Number of orders/directives from higher office implemented	Orders/directives compliance/implementation on different memorandum circulars issued by OP .	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%	5	100%	4	5	5	4.67	

MFO / PAPS	Program/Activities/	Tasks Assigned	ACCOMP	ACCOMPLISHMENT		Rating				B
III O T TATO	Projects	rasks Assigned	Target	Target Actual		Q ¹	$Q^1 \mid E^2$		A ⁴	Remarks
MFO 5. Administrative			PRICE DOCUMENTAL DE SANT PLANT P		nt. 1990 di sultain mui prindre perte el visula a li politica di la richia de periodica de la richia de periodica de la richia de periodica de la richia de la richia de periodica de la richia del richia de la richia del richi	produketaketakere se bertingsgo			A Antico monicolo Attachemical Marcin	
and Support Services										
Management										
	PI.9. Thermal Scanning of staff and personnel coming inside the campus	All SSMO Personnel	90%	90%	100%	5.0	5.0	5.0	5.0	Prevention on spreading COVID- 19 pandemic
TOTAL OVER-ALL RATING			A STATE OF THE STA	MATERIAL PROPERTY AND A PROPERTY OF THE PROPER	A PROGRAMMENT AND A	ANTERSON ARTHUR ESSAL ENVIRONTE ANTONIO	CONTROL OF THE PARTY OF THE PAR	AND AND ADDRESS OF THE PARTY OF	23.00	

Average Rating(Total Overall rating divided by 5)		4.60
Additional Points:	AND THE PROPERTY OF THE PROPER	The state of the s
Approved additional points(with copy of approval)	XX	
FINAL RATING		4.60
ADJECTIVAL RATING	THE OWNER PROPERTY AND ADMINISTRATION OF THE PROPERTY OF THE P	VS

Approved by:

Vice Pres. For Admin & Finance

Date:

Evaluated & Rated by:

DARIO A. LINA Deptoffice Head

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Comments & Recommendations for Development Purpose:

Recommendation to attend security and safety trainings/seminars

PERFORMANCE MONITORING FORM

Name of Employee: **JESUS I. GIRON**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommen dation
1	Manning fixed post	effectively and efficiently manning of fixed post as per SOP	Refers to their monthly Duty Detail Report	End of weekly Guard Detail Order	01 Jun 2020 - 31 Dec. 2020	VS	Very Satisfactory	Attend security and safety seminars/ trainings
2	Campus Roving	AOR properly observed	Refers to their monthly Duty Detail Report	End of weekly Guard Detail Order	01 Jun 2020 - 31 Dec. 2020	VS	Very Satisfactory	Attend security and safety seminars/ trainings

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

DARIO P. LINA Head, OUDRRM



CE OF THE HEAD OF PERFORMANCE MANAGEMENT AND REWARDS & RECOGNITION

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: preeo@vsu.edu.ph Website: www.vsu.edu.ph

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 2020 to December 2020

Name of Staff: <u>JESUS I. GIRON</u> Position: <u>SECURITY GUARD II</u>

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. Engine

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)		,	Sca	le	
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
1.	Accepts objective criticisms and opens to suggestions and innovations for	5	4)	3	2	1

	improvement of his work accomplishment					T
2.	Willing to be trained and developed	(5)	4	3	2	T
	Score				4	
B. L	eadership & Management (For supervisors only to be rated by higher supervisor)		S	Scal	е	
1.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	<u>(5)</u>	4	3	2	
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	
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	
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	(5)	4	3	2	
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	
	Total Score		8	2		
	Average Score		A.	81		-

Overall	recommendation	:
Ovciali	recommendation	

Printed Name and Signature Head, OUDRRM

EMPLOYEE DEVELOPMENT PLAN

Name of Emp Performance	loyee: GIRON, JESUS I. Rating: VS
Aim: To impro	ove performance
Proposed Inte	erventions to Improve Performance:
Date: July 01	, 2020 Target Date: End of September 2020
First Step:	Review the Eleven General Orders
Result:	More aware of his duties and responsibilities as Security Guard in VSU.
Date: Octobe	r 1, 2020 Target Date: End of December 2020
Next Step:	Attend security and safety / team building.
Outcome: efficient when	Possess positive working environment and able to be more effective and on-duty.
Final Step/Re	commendation:
	Attend Security Seminars/Training quarterly / semi-annually Prepared by: DARIO P LINA Head, OUDRRM
0	1 00

Conforme:

JESUS I GIRON Name of Ratee Faculty/Staff