VISAYAS STATE UNIVERSITY

OFFICE OF THE HEAD OF PERFORMANCE MANAGEMENT AND REWARDS & RECOGNITION
Visca Baybay City, Leyte 6521-A, Philippines
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COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **VILLARUEL, JENZEN JHON M.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.58	70%	3.21
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.70	30%	1.41
TOTAL NUMERICAL RATING			4.62

TOTAL NUMERICAL RATING: 4.62
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.62

FINAL NUMERICAL RATING   4.62

ADJECTIVAL RATING: O

Prepared by:

JENZEN JHON M. VILLARUEL
Name of Staff

Reviewed by:

DARIO P. LINA
Head, OUDRRM

Recommending Approval:

REMBERTO A. PATINDOL
Vice President for Admin & Finance

Approved:

REMBERTO A. PATINDOL
Chairman, PMT

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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I, **JENZEN JHON M. VILLARUEL**, of the SECURITY SERVICES OFFICE commits to deliver and agree to be rated on the attainment of the following accordance with the indicated measures for the period **July 1, 2020 to December 31, 2020**.

JENZEN JHON M. VILLARUEL
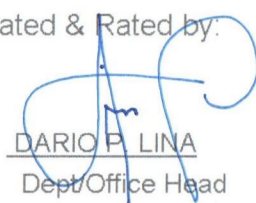Ratee

DARIO P. LINA
Head, Security Office

MFO / PAPS	Program/Activities/ Projects	Tasks Assigned	ACCOMPLISHMENT		Percentage	Rating				Remarks
			Target	Actual		Q^1	E^2	T^3	A^4	
UMFO 6 General Administration and Support Services (GASS)										
VPAF MFO 7: Security Services and Management Office										
Security Services Management MFOs:										
MFO 1. Conduct Investigations on Reported Incidents										
MFO 3. Public Safety										

MFO / PAPS	Program/Activities/ Projects	Tasks Assigned	ACCOMPLISHMENT		Percentage	Rating				Remarks
			Target	Actual		Q^1	E^2	T^3	A^4	
PI 1. 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 withdraw, 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	800	118.5%	4	5	4	4.33	
PI 2. 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 prroperties; No smoking policy; Improper disposal of solid waste; and Curfew policy.	100%	5%	100.00%	4	5	5	4.67	
MFO 5. Admin. And Support Services Mgt.										

| MFO / PAPS | Program/Activities/ Projects | Tasks Assigned | ACCOMPLISHMENT | | Percentage | Rating | | | | Remarks |
			Target	Actual		Q^1	E^2	T^3	A^4	
	PI.9. Thermal Scanning of staff and personnel coming inside the campus	All SSMO Personnel	90%	90%	100%	5	5	4	4.6667	Prevention on spreading COVID-19 pandemic
	PI.11. Tire disinfection of all the vehicle who are from outside VSU that will enter the campus	All SSMO Personnel	90%	90%	100%	5	5	4	4.6667	Prevention on spreading COVID-19 pandemic
TOTAL OVER-ALL RATING									18.33	

Average Rating(Total Overall rating divided by 4)		4.58
Additional Points:		
Approved additional points(with copy of approval)	XX	
FINAL RATING		4.58
ADJECTIVAL RATING		VS

Comments & Recommendations for Development Purpose:

Recommendation to attend security and safety trainings/seminars

Evaluated & Rated by:

DARIO P. LINA
Dept/Office Head
Date:

Approved by:

REMBERTO A. PATINDOL
Vice Pres. For Admin & Finance
Date:

1 - Quality
2 - Efficiency

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **JENZEN JOHN M. VILLARUEL**

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

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VISAYAS STATE UNIVERSITY

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 2020 to December 2020
Name of Staff: JENZEN JHON M. VILLARUEL   Position: SECURITY GUARD I

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	⑤	4	3	2	1

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	improvement of his work accomplishment					
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	80				
Average Score	4.70				

Overall recommendation   : _____

DARIO P. LINA
Printed Name and Signature
Head, OUDRRM

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: VILLARUEL, JENZEN JHON M.
Performance Rating: VS

Aim: To improve performance

Proposed Interventions 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.

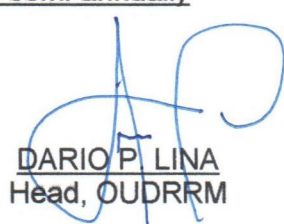Date: October 1, 2020   Target Date: End of December 2020

Next Step: Attend security and safety / team building.

Outcome: Possess positive working environment and able to be more effective and efficient when on-duty.

Final Step/Recommendation:

Attend Security Seminars/Training quarterly / semi-annually

Prepared by:

DARIO P. LINA
Head, OUDRRM

Conforme:

JENZEN JHON M. VILLARUEL
Name of Ratee Faculty/Staff