

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **CELSO GUMAOD**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical rating per IPCR	4.33	70%	3.03
2. Supervisors/Head's assessment of His contribution towards Attainment of office accomplishments	4.76	30%	1.42
TOTAL NUMERICAL RATING			4.45

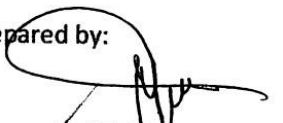
TOTAL NUMERICAL RATING: 4.45

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.45

ADJECTIVAL RATING: **VS**

Prepared by:


CELSO GUMAOD
Name of Staff

Reviewed by:


REMBERTO A. PATINDOL
Department/Office Head

Recommending Approval:

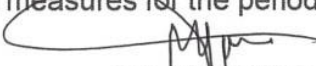

REMBERTO A. PATINDOL
Chairman, PMT


Approved:


EDGARDO E. TULIN
President

"Exhibit B"

I, CELSO GUMAOD, of the SECURITY SERVICES AND MANAGEMENT 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 January 1 to June 31, 2018.


CELSO GUMAOD
Ratee


REMBERTO A. PATINDOL
Vice Pres. for Admin & Finance

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 Management Office										
Security Services Management MFOs:										
MFO 1. Conduct Investigation on reported incidents										
PI 1. Number of all reported incidents had been investigated	Investigation of reported incidents	Supervision/ Monitor of reported incidents	30	30	100%	4	5	4	4.33	Recorded on the SSO blotter and some at PNP
PI 2. Number of reported incidents submitted to higher office for legal action	Submission of reported incidents to higher education	Review/ Approved of reported incidents	30	30	100%	4	5	4	4.33	For information of higher offices and legal action and some ammicably settled by this office
MFO 2. Accomplishment reporting										
PI 1. Number of weekly incidents reported	Weekly incident reporting	Review/ Approved of weekly incidents report	2	2	100%	5	5	4	4.66	Records purposes

[illegible]

Average Rating(Total Overall rating divided by 8)		4.33
Additional Points:		
Approved additional points(with copy of approval)	xx	
FINAL RATING		4.33
ADJECTIVAL RATING		VS

Comments & Recommendations for Development Purpose:

Evaluated & Rated by:

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

Approved by:


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

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 to June 30, 2018Name of Staff: CELSO GUMAODPosition: Head, Security Services Management Office

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 (<i>both for subordinates and supervisors</i>)		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		56 = 4.66				

B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)	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.	5	4	3	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	25 + 56= 81				
Average Score	4.76				

Overall recommendation : _____


REMBERTO A. PATINDOL
 Name of Head

Exhibit I


PERFORMANCE MONITORING FORMName of Employee: **Celso Gumaod**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1.	Prepare and review the mechanical engineering new curriculum	1	January 5, 2018	May 2018	April 2018	VS	Very Satisfactory	
2	Conduct practical test to security guards.	10	February 10, 2018	February 5, 2018	February 5, 2018	VS	Very Satisfactory	
3	Preparation and submission of monthly report	5	January 5, 2018	June 25 2018	June 26, 2018	VS	Very Satisfactory	
4	Preparation and submission of office documents and requests	50	June 29, 2018	June 29, 2018	June 29, 2018	VS	Very Satisfactory	
5								

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

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

Prepared by:


REMBERTO A. PATINDOL
 Vice Pres. For Adm. & Finance

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: SECURITY SERVICES OFFICE

Head of Office: REMBERTO A PATINDOL

Number of Personnel: CELSO GUMAOD

Signature: 

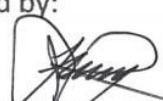
Date: Nov. 28, 2018

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	-The OVPAF conducted on-the-spot follow-up observations of field guards on different AOR operations. -Performance of the office admin staff were also reviewed and monitored based on their assigned tasks.	Attendance and participation of the head and admin staff in the different activities conducted by the office and university were all attended.	President Memo on the different university event/celebrations.	LOI and verbal instructions of the University President and OVPAF.	Instructions were given and encouragement to do much better.
Coaching	The SGs were informed of the outcome of the celebration especially concerning draw-backs on their assigned tasks. -Advices were given to those concerned SGs. Security guards attended a command conference to iron out the preparations for the forthcoming graduation day.	Negative fade-backs from the superiors and concerned individuals were discussed on the office meeting. All SGs under gone practical exercises on the proper turning over of the service firearms.	All SGs who were absent last 26 Mar 2018 meeting were called to attend a special meeting on 05 April 2018 at SSO Conference room for them to know what transpired on that 26 March meeting.	Special duty detail order were issued to concerned SGs for the Graduation Exercises on June 15,2018.	SGs concerned were given encouragement to do much better the next time a big event happened.

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

Conducted by:

Noted by:


REMBERTO A. PATINDOL
Vice Pres. for Admin & Finance

EDGARDO E. TULIN
President

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Celso Gumaod

Performance Rating: 4.45

Aim: To improve performance

Proposed Interventions to Improve Performance:

Date: January 2018 Target Date: End of March 2018

First Step: Discussion on how to arrange the security guards detail within their area of responsibilities considering shortage of personnel.

Result:

The whole campus was being manned despite of man-hour shortage.

Date: April 2018

Target Date: End of June 2018

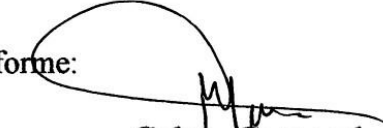
Next Step:

Organize intelligence network under the supervision of the security office.


Outcome: Dynamic office ready to respond crime related incident in the campus.

Final Step/Recommendation:

Conforme:


Celso Gumaod
Name of Ratee/Staff

Prepared by:


Dr. Remberto A. Patindol
Vice Pres. For Adm. & Finance