COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Staff: ANTONIO P. BENGALAN

Particulars (1)	1) Rating (2)		Equivalent Numerical Rating (2x3)
Numerical rating per IPCR	4.08	70%	2.86
Supervisors/Head's assessment of His contribution towards Attainment of office accomplishments	4.86	30%	1.46
	TOTAL NU	MERICAL RATING	4.32

TOTAL	NUMERICA	I RATING.
IVIAL	MOINIFILION	IL IVALINO.

4.32

Add: Additional Approved Points, if any:

TOTAL NUMERIAL RATING:

4.32

ADJECTIVAL RATING:

VS

Prepared by:

Reviewed by:

CELSO GUMAOD

Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL

Chairman, PMT

Approved:

President

"Exhibit B"

I, ANTONIO P. BENGALAN, of the SECURITY SERVICES AND MANAGEMENT OFFICE commit 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 30, 2016.

ANTONIO P. BENGALAN

Ratee

CELSO GUMAOD

Head, Security Office

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	Program/Activities/	ACCOMP	ACCOMPLISHMENT		Rating					
MFO / PAPS	Projects Tasks 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 Security Services Management MFOs: MFO 3. Public Safety PI. 1. Number of hours implementation of road traffic safety during rush hour MFO 4. Maintain Peace Projects Guide pedestrian and students, Faculty and crossing highway										
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MFO 3. Public Safety										
implementation of road traffic		Guide pedestrian and assist students, Faculty and Staff in crossing highway	22	38	172%	4	4	4	4	
MFO 4. Maintain Peace and Order										

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.	550	904	164%	5	4	4	4.333	
PI 2. Number of hours in the Campus properly roved	Campus roving	Observed area of responsibility (AOR)	18	58	322%	4	4	4	4	
PI. 3. Number of orders/directives from higher office implemented	Orders/directives compliance/implement ation on different	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.	6	18	300%	4	4	4	4	
TOTAL OVER-ALL RATING									16.333	

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Average Rating(Total Overall rating divided by 4)		4.08
Additional Points:		
Punctuality	XX	
Approved additional points(with copy of approval)	хх	
FINAL RATING		4.08
ADJECTIVAL RATING		VS

Received by:

Calibrated by:

Recommending Approval:

Planning Office

REMBERTO A. PATINDOL

REMBERTO A. PATINDOL
Vice Pres. For Admin & Finance

Date:

PMT Date:

Date:

EDUARDO E. TULIN

Approved by:

President

Date:

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Instrument for Performance Effectiveness of Administrative Staff Rating Period: January 1 to June 30, 2016

Name of Staff: ANTONIO P. BENGALAN

Position: Security Guard

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.	Takes charge of the post and all government properties in view.					1			
2.	Walks during his tour-of-duty in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.	5	4	3	2	1			
3.	Reports all violation of orders he is instructed to enforce.					T			
		5	4	3	2	1			
4.	Repeats all calls from posts more distant from the guard house where he is stationed.	5	4	3	2	1			
5.	Quits his post only when properly relieved.	5	4	3	2	1			
6.	Receives, obeys and passes on to the relieving guard all orders from the university heads, SSO head, security officer or shift supervisors.	5	4	3	2	1			
7.	Talks to no one except in line of duty.	5	4	3	2	1			
8.	Gives the alarm in case of fire or disorder.	5	4	3	2	1			
9.	Calls the superior officer in any case not covered by instructions.	5	4	3	2	1			
10.	Salutes all university officials, his superiors, ranking public officials and commissioned officers of the Armed Forces of the Philippines.	5	4	3	2	1			
11.	Especially watchful at night, and during the time of challenging, challenges all persons near his post and allows no one to pass without proper authority.	5	4	3	2	1			
12.	Wears his uniform, badge, patches and insignia in a proper manner, and neat in appearance as a symbol of public trust and confidence.	5	4	3	2	1			
13.	Familiarizes himself diligently with the rules and regulations laid down by the university and that of the customers or clients.	5	4	3	2	1			
14.	Learns at heart or memorizes and strictly observes the laws and regulations governing the use of firearms.	5	4	3	2	1			