



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	70%	3.45
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.5
<b>TOTAL NUMERICAL RATING</b>			4.95

TOTAL NUMERICAL RATING: 4.95

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING 4.95

ADJECTIVAL RATING: 0

Prepared by:

RYSAN C. GUINOCOR  
Name of Staff

Reviewed by:

ALLEN GLENNIE P. LAMBERT  
Department/Office Head

Approved:

EDGARDO E. TULIN  
President

**Vision:**

**Mission:**

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

Exhibit B

## 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, 2020 to December 31, 2020

  
**RYSAN C. GUINOCOR**  
 RATEE

Approved:

  
**ALLEN GLENNIE P. LAMBERT**

Executive Assistant

MFOs/PAFs	Success Indicator	Tasks Assigned	Target July-Dec 2020	Accomplishment		Rating				Remarks
				Actual Accomplishment	Percentage	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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	25	3		5	5	5	5	
	A3. Counselling/ consultancy services	T3: Extends legal counselling/ consultancy services to faculty, staff and students	60	41		5	5	5	5	
	A4. Prosecution/Resolution of cases	T4: Prepares reports/ resolution/ recommendation of cases within 30 days from the day the case is submitted for resolution	3	1		5	5	5	5	
		T5: Prosecutes anti-sexual harassment cases	100%	100%		5	5	5	5	


		T6: Acts on violations of the provisions of agreements/contracts	4	4		5	5	4	467	
	A5. Meetings/advices extended	T7: Attends BOR/UADCO meetings per request by the President	100% attendance	100% attendance		5	5	5	5	
	A6. Membership in committees/boards	T8: Attends meetings of PMT, VSU Admin. Scholarship and VSU Housing Com. as member	15	5		5	5	5	5	
<b>Legal Office MFO 2: Legal Documents Preparations</b>										
PI 2: Efficient preparation of legal documents	A7. Review/Notarization of legal documents	T9: Files appeals/memorandum within the time frame whenever applicable	100%	100%		5	5	5	5	
		T10: Prepares/reviews/notarizes MOAs, contracts and other legal documents within 2 days from receipt	1,000	1,003		5	5	4	467	
<b>Legal Office MFO 3: Legal information/dissemination services</b>										
PI 3: Conduct of trainings/lectures/orientation seminars	A8. Lectures/seminars conducted/orientation facilitated	T11: Conducts lectures/seminars/ orientation to Faculty, Staff and Students including VSU external campuses	3	0		5	5	5	5	
<b>Legal Office MFO 4: Land management &amp; monitoring services</b>										
PI 4: Settlement of land problems	A9. Invites squatters/complainant for verification/settlement	T12: Settles complaints against VSU squatters within 30 days	4	1		5	5	5	5	
		T13: Verifies/follow up application for special patent	1	on going		5	5	5	5	
<b>Legal Office MFO 5: Implementation of R.A 11032 (Ease of Doing Business)</b>										
	A10. Citizen's Charter Updating	T14: No. of Citizen's Charter updated/revisited	10 offices	11 offices		5	5	4	467	
<b>Total Over-all Rating</b>						70	70	67	69.01	



Average Rating :						3	3	4.78	4.93	
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING						3	3	4.78	4.93	
ADJECTIVAL RATING										

Evaluated & Rated by:

Approved by:

  
**ALLEN GLENNIE P. LAMBERT**  
 Executive Assistant

  
**EDGARDO E. TULIN**  
 President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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

Comments & Recommendations for  
 Development Purposes:  
*Very impressive and outstanding*

**TRACKING TOOL FOR MONITORING TARGETS**

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				11 <sup>th</sup> Month	12 <sup>th</sup> Month	REMARKS
				7 <sup>th</sup> Month	8 <sup>th</sup> Month	9 <sup>th</sup> Month	10 <sup>th</sup> Month			
MFO I. Administrative and legal services										
	PI.1: Efficient & customer friendly assistance	R.C. Guinocor C. M. Martinez C. Anduyan	July-December	No complaint	No complaint	No complaint	No complaint	No complaint	No complaint	
	PI.2: No. of legal opinions/rulings/ comments released within 5 days from receipt of request	R.C. Guinocor C. M. Martinez C. Anduyan	July-December	1	1	1				
	PI.3: No. of faculty and staff/students counseled/ advised	R.C. Guinocor C. Anduyan	July-December	6	4	15	8	5	3	
	P1.4: Percentage of anti-sexual harassment prosecuted	R.C. Guinocor C. M. Martinez	July-December	100%	100%	100%		100%		
	PI. 5: No. of violations of the provisions of MOA/contracts acted	R.C. Guinocor C. M. Martinez C. Anduyan	July-December				3			
	P1.6: Percentage of BOR/UADCO meeting attended/assisted per request by the President	R.C. Guinocor	July-December	100% Attendance	100% Attendance	100% Attendance	100% Attendance	100% Attendance	100% Attendance	
	P1.7: No. of violations of the provision issued: OP	R.C. Guinocor C. Anduyan	July-December			3				

	Memorandum/ Circulars									
MFO 2. Legal documents preparation										
	Pl.8: Percentage of appeals/ memoranda prepared and filed within the time frame whenever applicable	R.C. Guinocor C. Anduyan	July- December	100%	100%	100%	100%	100%	100%	
	Pl.9: No. of legal documents notarized /facilitated (contracts, agreements, affidavits, etc.) and certifications of no pending case issued/released within 2 days.	R.C. Guinocor C. M. Martinez C. Anduyan	July- December	364	173	203	125	87	61	
	Pl. 10: No. of legal documents administered (SALN, CSC Form re: no pendency, etc.)	R.C. Guinocor C. M. Martinez C. Anduyan	July- December	205	191	30	48	31	44	
	Pl.11: No. of MOA/MOU and other legal documents prepared/reviewed corrected and released within three (3) days	R.C. Guinocor C. M. Martinez C. Anduyan	July- December	10	20	14	9	13	18	
MFO 3. Legal information/ dissemination services										
	Pl.12: No. of lectures/ seminars	R.C. Guinocor C. M. Martinez	July-							

[illegible]



	deadline									
MFO 8. Coordination with VSU HRMIS for easy production of legal- related documents (i.e Affidavit of Loss)										
	Pl. 18. Online application for affidavit of loss	R.C. Guinocor	July- December	100%	100%	100%	100%	100%	100%	
MFO 9. Innovations/ changes for continued Improvement of improved services										
	Pl.19. Number of best practices introduced and implemented	R.C. Guinocor	July- December							

Prepared by:

  
**RYSAN C. GUINOCOR**  
 Unit Head



**PERFORMANCE MONITORING FORM**Name of Employee: RYSAN C. GUINOCOR


<b>Task No.</b>	<b>Task Description</b>	<b>Expected Output</b>	<b>Date Assigned</b>	<b>Expected Date to Accomplish</b>	<b>Actual Date accomplished</b>	<b>Quality of Output*</b>	<b>Over-all assessment of output**</b>	<b>Remarks/ Recommendation</b>
1	T1: Entertains clients needs promptly, efficiently and effectively	No complaint	July 1, 2020	December 29, 2020	December 29, 2020			
2	T2: Prepares legal opinions/ rulings/comments referred by the Office of the President and other key officials	3	July 1, 2020	December 29, 2020	September 30, 2020			
3	T3: Extends legal counselling/ consultancy services to faculty, staff and students	41	July 1, 2020	December 29, 2020	December 29, 2020			
4	T4: Prepares reports/ resolution/ recommendation of cases within 30 days from the day the case is submitted for resolution	1	July 1, 2020	December 29, 2020	December 29, 2020			
5	T5: Prosecutes anti-sexual harassment cases	100%	July 1, 2020	December 29, 2020	December 29, 2020			
6	T6: Acts on violations of the provisions of agreements/contracts	4	July 1, 2020	December 29, 2020	October 31, 2020			

7	T7: Attends BOR/UADCO meetings per request by the President	100% attendance	July 1, 2020	December 29, 2020	December 29, 2020			
8	T8: Attends meetings of PMT, VSU Admin. Scholarship and VSU Housing Com. as member	5	July 1, 2020	December 29, 2020	December 29, 2020			
9	T9: Files appeals/ memorandum within the time frame whenever applicable	100%	July 1, 2020	December 29, 2020	December 29, 2020			
10	T10: Prepares/reviews/ notarizes MOAs, contracts and other legal documents within 2 days from receipt	1003	July 1, 2020	December 29, 2020	December 29, 2020			
11	T11: Conducts lectures/ seminars to Faculty, Staff and Students including VSU external campuses	0	July 1, 2020	December 29, 2020	December 29, 2020			
12	T12: Settles complaints against VSU squatters within 30 days	2	July 1, 2020	December 29, 2020	December 29, 2020			

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

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

Prepared by:

  
**ALLEN GLENNIE P. LAMBERT**  
 Immediate Supervisor





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2020

Name of Staff: Rysan C. Guinocor

Position: Chief Legal Officer

**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


**Vision:**  
**Mission:**

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



improvement of his work accomplishment					
12. Willing to be trained and developed	(5)	4	3	2	1
Score	Total 60				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	25				
Average Score	5				

Overall recommendation : He is diligent

  
**ALLEN GLENNIE P. LAMBERT**  
 Printed Name and Signature  
 Head of Office

## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Legal Office

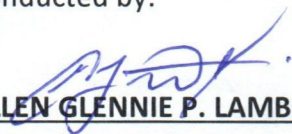
Head of Office: Atty. RYSAN C. GUINOCOR

Number of Personnel: 3


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b> Consultation on progress of some special tasks	<ul style="list-style-type: none"><li>First working week of the month as needed</li></ul>				
<b>Coaching</b> Discuss problems related to office functions and identify appropriate solution	<ul style="list-style-type: none"><li>First working week of the month as needed</li></ul>				

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

Conducted by:

  
**ALLEN GLENNIE P. LAMBERT**  
 Immediate Supervisor

Verified by:

  
**DR. EDGARDO E. TULIN**  
 Next Higher Supervisor

## 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 2021

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

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

Date: \_\_\_\_\_ Target Date: December

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:

  
**ALLEN GLENNIE P. LAMBERT**  
Immediate Supervisor

Conforme:

  
**RYSAN C. GUINOCOR**  
Name of Ratee Faculty/Staff