

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION  
January-June 2017

Name of Administrative Staff: ATTY. RYSAN C. GUINOCOR

| Particulars<br>(1)   | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|--|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR   | 4.84                    | 70%                      | 3.39                                    |
| 2. Supervisor/Head's assessment of<br>his contribution towards attainment<br>of office accomplishments | 4.82                    | 30%                      | 1.45                                    |
| TOTAL NUMERICAL RATING   |                         |                          | 4.84                                    |

TOTAL NUMERICAL RATING: 4.84  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: 4.84  
ADJECTIVAL RATING: 0

Prepared by:

  
ATTY. RYSAN C. GUINOCOR  
Name of Staff

Reviewed by:

TERESITA L. QUIÑANOLA  
Department/Office Head

Recommending Approval:

  
REMBERTO A. PATINDOL  
Chairman, PMT

Approved:

  
EDGARDO E. TULIN  
President

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 January 31, 2017 to June 30, 2017

  
**RYSAN C. GUINOCOR**  
RAVEE

Approved:   
**CONNEL D. ANTIPASO**  
Executive Assistant

| MFOs/PAFs  |   | Success Indicator   | Tasks Assigned | Target Jan.- Jun<br>2017 | Accomplishment |                          | Rating     |                |                |                | Remarks        |
|--|---|---|----------------|--------------------------|----------------|--------------------------|------------|----------------|----------------|----------------|----------------|
| OP MFO 2: Administrative services                                  |   |   |                |                          |                | Actual<br>Accomplishment | Percentage | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |
| Legal Office MFO 1: Administrative and Support Services Management |   |   |                |                          |                |                          |            |                |                |                |                |
| PI 1: Efficient legal<br>services management                       | A1. Efficient and customer<br>friendly assistance | T1: Entertains clients needs<br>promptly, efficiently and<br>effectively  |                |                          | no complaint   | no complaint             |            | 5              | 5              | 5              | 5              |
|  | A2. Legal opinions/<br>comments preparation       | T2: Prepares legal opinions/<br>rulings/comments referred by the<br>Office of the President and other<br>key officials              |                |                          | 35             | 111                      |            | 5              | 5              | 4              | 4.67           |
|  | A.3: Counselling/<br>consultancy services         | T3: Extends legal counselling/<br>consultancy services to faculty,<br>staff and students  |                |                          | 30             | 40                       |            | 5              | 5              | 5              | 5              |
|  | A4. Prosecution/<br>Resolution of cases           | T4. Prepares reports/ resolution/<br>recommendation of cases within<br>30 days from the day the case is<br>submitted for resolution |                |                          | 10             | 15                       |            | 5              | 5              | 4              | 4.67           |

|  |  |   |                 |                  |   |   |   |      |  |
|--|--|---|-----------------|------------------|---|---|---|------|--|
|  |  | T.5 Prosecutes anti-sexual harassment cases   | 100%            | 100%             | 5 | 5 | 5 | 5    |  |
|  |  | T6. Acts on violations of the provisions of agreements/contracts                                      | 20              | 27               | 5 | 4 | 5 | 4.67 |  |
|  | A.5 Meetings/advice extended                                   | T7: Attends BOR/UADCO meetings per request by the President   | 100% attendance | 100 % attendance | 5 | 5 | 5 | 5    |  |
|  | A.6 Membership in committees/boards                            | T8: Attends meetings of BAC, NAPB, PMT, AdPA, VSU Admin. Scholarship and VSU Housing Com. as member   | 25 attendance   | 31 attendance    | 5 | 5 | 5 | 5    |  |
| <b>Legal Office MFO 2: Legal Documents Preparations</b>              |  |   |                 |                  |   |   |   |      |  |
| PI 2: Efficient preparation of legal documents                       | A.7 Review/ Notarization of legal documents                    | T9: Files appeals/ memorandum within the time frame whenever applicable                               | 100%            | 100%             | 5 | 5 | 4 | 4.67 |  |
|  |  | T10: Prepares/reviews/ notarizes MOAs, contracts and other legal documents within 2 days from receipt | 500             | 745              | 5 | 4 | 4 | 4.3  |  |
| <b>Legal Office MFO 3: Legal information/dissemination services</b>  |  |   |                 |                  |   |   |   |      |  |
| PI 3: Conduct of trainings/lectures/orientation seminars             | A8. Lectures/seminars conducted/facilitated                    | T11: Conducts lectures/ seminars to Faculty, Staff and Students including VSU external campuses       | 1               | 2                | 5 | 5 | 5 | 5    |  |
|  |  | T12: Acts as resource person over Radio Station DYDC, Visca, Baybay City, Leyte                       | 10 hours        | 10 hours         | 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 | T13: Settles complaints against VSU squatters within 30 days  | 2               | 5                | 5 | 5 | 5 | 5    |  |
|  |  | T14: Verifies/follow up application for special patent  | 1               | on going         | 5 | 5 | 4 | 4.67 |  |



Legal Office MFO 5: Implementation of Anti-Red Tape Law

| PI 5: Evaluation of complaints dropped at suggestion boxes | A10. Suggestion boxes monitored/evaluated | T15: Sends communications to department/unit heads concerned to verify what actions done on the complaint/comments | 4 | 5 |  | 5  | 5   | 5    | 5    |  |
|--|---|--|---|---|--|----|-----|------|------|--|
| Total Over-all Rating                                      |   |  |   |   |  | 75 | 73  | 70   | 72.7 |  |
| Average Rating :   |   |  |   |   |  | 5  | 4.9 | 4.67 | 4.84 |  |
| Additional Points:   |   |  |   |   |  |    |     |      |      |  |
| Punctuality  |   |  |   |   |  |    |     |      |      |  |
| Approved Additional points (with copy of approval)         |   |  |   |   |  |    |     |      |      |  |
| FINAL RATING   |   |  |   |   |  | 5  | 4.9 | 4.67 | 4.84 |  |
| ADJECTIVAL RATING  |   |  |   |   |  | 0  | 0   | 0    | 0    |  |

Received by:

Calibrated by:

Recommending Approval:

Approved by:

TERESITA O. QUIÑANOLA

PRPEO

REMBERTO A. PATINDOL

PMT

CONNEL D. ANTIPASO

Executive Assistant

EDGARDO E. TULIN

President

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

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

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

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

Legend: 1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Comments & Recommendations for Development Purposes:

## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January- June 2017

Name of Staff: RYSAN C. GUINOCOR Position: Attorney IV

**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 |



|  |       |   |   |   |   |
|--|-------|---|---|---|---|
| improvement of his work accomplishment   |       |   |   |   |   |
| 12. Willing to be trained and developed  | ⑤     | 4 | 3 | 2 | 1 |
| Total Score  | 57    |   |   |   |   |
| <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  | 4.82  |   |   |   |   |

Overall recommendation : \_\_\_\_\_

  
**CONNEL D. ANTIPASO**  
Executive Assistant