

THE HEAD OF PERFORMANCE MANAGEMENT AND REWARDS & RECOGNITION

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: prpeo@vsu.edu.ph

Website: www.vsu.edu.ph

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: RANILO V. GIOMAN

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.46	70%	3.12
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.5	30%	1.35
	TOTAL NUN	IERICAL RATING	4.47

TOTAL NUMERICAL RATING: Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:	4.47
FINAL NUMERICAL RATING	4.47
ADJECTIVAL RATING:	VERY SATISFACTORY

Prepared by:

Name of Staff

Reviewed by:

Recommending Approval:

Approved:

VP for Admin. & Finance

A globally competitive university for science, technology, and environmental conservation.

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Ranilo V. Gioman, of the <u>VSU-Cebu Office</u> 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 - June 30, 2022.

RANILO V. GIOMAN

Ratee

Approved:

NEVIN A. PACADA

MFO & Performance Success Indicators Tasks Assigned		T	Actual		Ra	ting	J		
Indicators (PI)	Success indicators	lasks Assigned	Target	Accomplishments	Q ¹	E ²		A ⁴	Remarks
STO 1: ARTA-aligned	Efficient & customer friendly frontline	Provides customer friendly customer service	0	0 complaint	5	4	5	4.67	***************************************
frontline services	service		compl	o complaint		7		4.07	
2: Innovations & New	No. of new systems/innovations/	Computerizes prepararation of Trip ticket	1	1	4	4	5	4.33	
Best Practices	proposals introduced and implemented		·					1.00	
GASS 1: VSU-Cebu	Percentage of RFQ's, POs, checks,	Checks, selects and serves to/retrieves							
Operation and		from potential suppliers procurement	100%	169	5	4	4	4.33	
Management		docs. received from VSU-Main							
	No. of invoices/ORs issued with	Picks up/handcarries urgent purchased	10	28	5	4	5	4.67	
	items purchased & picked up	items with issued invoice(s)/OR	10	20	5	4	5	4.07	
	No. of invoices received for items	Receives and inspects(per specs) deliveries	6	12	4	1	5	4.33	
	delivered, inspected, and recorded	with invoices & records items in logbook	0	12	4	4	5	4.33	
	No. of trip tickets issued to pick up/	Prepares trip tickets to pick up shipment or	40	70	5	1	5	4.67	
	send transmittals with items	to send prepared transmittal with items to pier	40	70	5	4	0	4.07	
	No. of linkages with external agencies	Maintains linkages with external agencies	2	0	4	4	_	4.00	1
	maintained		2	2	4	4	5	4.33	
	No. of liaisoning services requested	Facilitates/complies liaisoning services as							
	from the main campus facilitated/	requested from the main campus	4	8	5	5	4	4.67	
	complied								
	No. of incoming guests assisted at	Assists in carrying luggage, finding taxi,	55	05		4		1.00	
	the lodging house	handing over linens to guests, etc.	55	65	4	4	4	4.00	
	No. of docs. picked up/delivered	Picks up/Receives from or sends/delivers	00	20	4		_	1.00	
	from sender/to addressee	docs./items to addressee	20	30	4	4	5	4.33	
	No. of boat tickets purchased for	Buys boat tickets for official guests who	40	40	_			4.00	
	official guests	are in transit in Cebu City	10	13	5	4	5	4.67	1
	No. of weekly general cleaning	Participates in the weekly general cleaning			-				
	services of the VCO premises	service	11	15	5	4	4	4.33	
	perform								
,	No. of maintenance/minor repair	Assists/performs maintenance/minor repairs	50					1.00	
	services performed		50	53	4	5	5	4.67	
Total Over-all Rating								58.00	

Average Rating (Total Over-all rating	divided by 13)	4.46	
Additional Points:			Recommendations for Developmental
Punctuality			Purposes:
Approved Additional points (with o	copy of approval)		
FINAL RATING		4.46	
ADJECTIVAL RATING			
Evaluated and Rated by:	Re	commending Approval:	Approved By:
NEVIN A. PACADA Head, VCO		SAN C. GUINOCOR ector, ODAS	DANIEL LESLIE S. TAN VP for Admin and Finance
Date: 7/27/22 1-Quality	3 - Timeliness		Date:
2 - Efficiency	4 - Average		



OFFICE F THE HEAD OF PERFORMANCE MANAGEMENT AND REWARDS & RECOGNITION

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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>January – June 2022</u>
Name of Staff: Ranilo V. Gioman

Position: __Administrative Aide 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. C	commitment (both for subordinates and supervisors)		5	Scal	е	-
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	6	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	•	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	9	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	6	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	6	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	6	4	3	2	1
	Total Score			54		

	eadership & Management (For supervisors only to be rated by higher upervisor)		5	Scale	9	
1.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors 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. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients. Accepts accountability for the overall performance and in delivering the output required of his/her unit. Demonstrates, teaches, monitors, coaches and motivates subordinates for their	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	
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			0		
	Average Score			4.5		

Overall recommendation	:		

NEVIN A. PACADA
Printed Name and Signature
Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: <u>VSU-CEBU OFFICE</u>

Head of Office: NEVIN A. PACADA

Number/Name of Personnel: RANILO V. GIOMAN

		MECHANISM				
Activity Monitoring		Meeting		Others (Pls.	Remarks	
	One- on-One	Group	Memo	specify)		
Monitoring Check with him monthly for what has been accomplished and for planned activities to accomplish;		Office Monthly meeting				
Coaching Reminded him about dates should be written to avoid later confusion; Encouraged to take a COVID-19 booster shot; Instructed to request valid and updated business permit from suppliers for every quotation; Encouraged to economise use of fuel amidst rising price; Taught him to operate computer and use Word and Excel applications;		March 18, 2022 Office Meeting April 8, 2022 Office Meeting May 27, 2022 Office Meeting June 30, 2022 Office meeting June 1-30, 2022				

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

Conducted by:

NEVIN A. PACADA Immediate Supervisor Noted by:

Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Signature: Name of Employee: **RANILO V. GIOMAN** Performance Rating: January 1 to June 30, 2022 Aim: 1. To be well aware about RA 11032 law 2. To be prepared in case of any typhoon and it's associated calamities Proposed Interventions to Improve Performance: Date: January 1, 2022 Target Date: June 30, 2022 First Step: 1. Attended virtual orientation on RA 11032 otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 on June 28, 2022 2. Attended virtual Seminar on Typhoon Awareness and Calamity Readiness on June 29, 2022 3. Attended a mini computer training on office applications at VSU-Cebu Office Result: Knowledge applied to his daily routine Date: Target Date: Next Step: Outcome:

Prepared by:

Final Step/Recommendation:

To attend seminar/training on firefighting

Head of Office