



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

**Annex P**

Name of Administrative Staff: **MENDOZA, EDILBERTO V.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
23. Numerical Rating per IPCR	4.73	70%	3.31
24. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.71	30%	1.41
<b>TOTAL NUMERICAL RATING</b>			<b>4.72</b>


TOTAL NUMERICAL RATING: 4.72

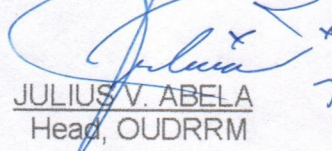
Add: Additional Approved Points, if any:           

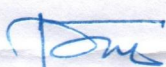
TOTAL NUMERICAL RATING: 4.72


FINAL NUMERICAL RATING 4.72

ADJECTIVAL RATING: 0

Prepared by:   
EDILBERTO V. MENDOZA  
Name of Staff

Reviewed by:   
JULIUS V. ABELA  
Head, OUDRRM

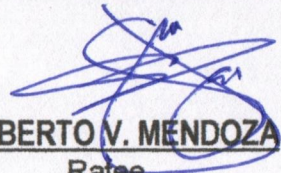
Recommending Approval:   
**DANIEL LESLIE S. TAN**  
Vice President for Admin & Finance

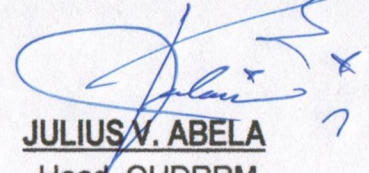
Approved:   
**DANIEL LESLIE S. TAN**  
Chairman, PMT



**"Exhibit B"**

I, **EILBERTO V. MENDOZA**, of the Office of University Disasted and Risk-Reduction Management accomplished the following targets for the period July-December 2022.

  
**EDILBERTO V. MENDOZA**  
Ratee

  
**JULIUS V. ABELA**  
Head, OUDRRM

MFO / PAPS	Program/Activities/ Projects	Tasks Assigned	ACCOMPLISHMENT		Rating				Remarks
			Target	Actual	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 6 General Administration and Support Services (GASS)									
VPAF MFO 7: Security Services and Management Office									
Security Services Management MFOs:									
MFO 3. Safety management									
PI 2. All emergency calls that needs assistance was responded	Emergency Assistance	Respond to the emergency happening within the University premises. Take blotter report, make incident report for information and record purposes	95%	95%	5	5	5	5.0	Responded all emergency calls
MFO 4. Maintain Peace and Order									
PI 2. Number of hours in the Campus properly roved	Campus roving	Observed area of responsibility (AOR)	745 hrs	1428 hours	5	5	5	5.0	Manning and patrolling AOR



MO/TAFO	Projects	Tasks Assigned	Target	Actual	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Remarks
UMFO 6 General Administration and Support Services (GASS)									
PI 4. Number of orders/directives from higher office implemented	Orders/directives compliance/implementation on different memorandum circulars issued by OP.	Apprehend/reprimand violators on vandalism; Picking fruits, flowers, plants, etc. on campus without permission; Public disturbance; Trespassing; Littering; Intrusion VSU properties; No smoking policy; Improper disposal of solid waste; Curfew policy; and COVID-19 health protocols	1460 hours	90%	5	5	4	4.7	Implemented MEMO/ Advisory issued by top management and other offices
MFO 5. Administrative and Support Services Management									Secured VSU Graduation
PI 2. Number of VSU major events / program coordinated and secured	Safeguarding	Events on the campus properly secured	1	1	5	5	4	4.7	Secured VSU Graduation
MFO 7. Proactive Risk and Disaster Management									
PI 1. DRRM programs/ trainings conducted in the campus in preparation to calamities/disaster	Facilitated trainings within the campus	Awareness for faculty, staff, and students for disaster preparedness	1	1	5	4	4	4.3	Facilitated the Earthquake and Fire Drill at Quadrant 3 and also dormitories
TOTAL OVER-ALL RATING								4.73	

Average Rating (Total Overall rating divided by 7)		4.73
Additional Points:		
Approved additional points (with copy of approval)	XX	
FINAL RATING		4.73

Comments & Recommendations for Development Purpose:

Continue to attend DRRM trainings and workshops for emergency, safety and personnel development



PROJECTS	Projects	Tasks Assigned	Target	Actual	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Remarks
UMFO 6 General Administration and Support Services (GASS)									
ADJECTIVAL RATING		0							development.

Evaluated & Rated by:

JULIUS V. ABELA

Dept/Office Head

Date:

Approved by:

DANIEL LESLIE S. TAN

Vice Pres. For Admin & Finance

Date:

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2022

Name of Staff: Edilberto V. Mendoza

Position: Security Guard III

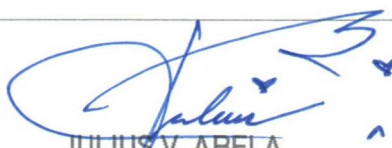
**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

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 improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score		4.67				

B. Leadership & Management (For supervisors only to be rated by higher supervisor)		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		24				
Average Score		4.71				

Overall recommendation :

  
**JULIUS V. ABELA**  
 Printed Name and Signature  
 Head of Office



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MENDOZA, EDILBERTO V.  
Performance Rating: O

Aim: To enhance skills and be resilient

Proposed Interventions to Improve Performance:

Date: July 2022

Target Date: September 2022

First Step: Facilitate/ Conduct Earthquake and Fire Drill

Result: Provide awareness in times of calamity or disaster

Date: October 2022

Target Date: December 2022

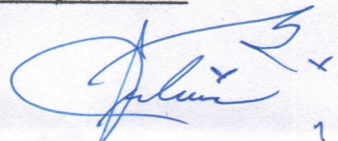
Next Step: Attend DRRM-related seminar and training/workshop

Outcome:

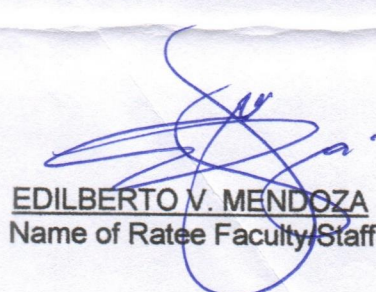
Final Step/Recommendation:

Attend DRRM-related training/workshop and security seminar.

Prepared by:

  
JULIUS V. ABELA  
Head, OUDRRM

Conforme:

  
EDILBERTO V. MENDOZA  
Name of Ratee Faculty/Staff