

CE OF THE HEAD OF **REFORMANCE MANAGEMENT AND REWARDS & RECOGNITION**

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

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

BENGALAN, ANTONIO P.

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.59	70%	3.21
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.73	30%	1.42
		TOTAL NUI	MERICAL RATING	4.63

TOTAL NUMERICAL RATING:

4.63

Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:

4.63

FINAL NUMERICAL RATING

4.63

ADJECTIVAL RATING:

0

Prepared by:

Reviewed by

ANTONIO P. BENGALAN

JULIUS V. ABELA

Name of Staff

Head, OUDRRM

Recommending Approval:

LESLIE S. TAN

Vice President for Admin & Finance

Approved:

DANIEL LESLIE S. TAN

Chairman, PMT

"Exhibit B"

I, ANTONIO P. BENGALAN , of the Office of University Disasted and Risk-Reduction Management accomplished the following targets for the period July-December 2021.

ANTONIO P. BENGALAN
Ratee

JULIUS V. ABELA

Head, OUDRRM

MFO / PAPS	Program/Activities/	Tasks Assigned	ACCOMPLISHMENT			Rating			THE RESIDENCE OF THE RE	
	Projects		Target	Actual	Q ¹	E ²	Т3	A ⁴	Remarks	
UMFO 6 General Administration							-	1-		
and Support Services (GASS)		and the second s								
VPAF MFO 7: Security Services		AND THE PROPERTY OF THE PROPER	- Committee of the Comm	MANUFACTURE OF THE PROPERTY OF THE PARTY OF	-	According to the Control of the Cont	-			
and Management Office										
Security Services Management	Control Con	Manufacture of the party of the	THE RESIDENCE ASSESSMENT ASSESSME	CONTROL DE LA CO		Managery and the executions of Complete Company	and the state of t			
MFOs:										
MFO 3. Safety management	TO CONTINUE OF THE PROPERTY OF		APPENDENCE CONTROL CON	MEGITTE FLORING PARTIES TO CHARLES AND CHA		Militer Street S	ALTERNATION OF THE PROPERTY OF	CONTROL OF COURSE OF COURSE	MATERIAL DESCRIPTION AND PROPERTY AND PROPERTY AND ADDRESS OF THE	
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 purposes.	95%	95%	4	4	5 4.33 in	Responded all incident within VSU perimeter		
MFO 4. Maintain Peace and Order			NO OPEN SECURE SECURE SESSE SE			THE RESERVE OF THE PARTY OF THE	AND	AND CONTROL OF THE CO		

MFO / PAPS	Program/Activities/	Tanka Assissad	ACCOMP	LISHMENT		R			
WI O / I AI O	Projects	Tasks Assigned	Target	Actual	Q ¹	E ²	T ³	A ⁴	Remarks
PI 1. Number of hours each 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 widraw, 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.	745 hrs	848 hrs	4	5	5	4.66667	Manning the fixed post
<u>PI. 4.</u> Number of orders/directives from higher office implemented	Orders/directives compliance/implementati on 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 prroperties; No smoking policy; Improper disposal of solid waste; Curfew policy; and COVID-19 health protocols	95%	95%	4	5	5	4.66667	Implemented a directived, rules and regulations from the top management
MFO 5. Administrative and Support Services Management			MATERIA SI	MATERIA PROTECTION AND AND AND AND AND AND AND AND AND AN	Tara Asar At Agamaganga mana aban gananan	AMAZINI MENTINGAN TERMENTINA	PERSONAL PARTIES AND PROPERTY OF THE PROPERTY	A CONTRACTOR OF THE PROPERTY O	MINISTRACIONAL ARTIFICACIONISSA MILITALINA, MALTALINA CALIFORNA (CALIFORNI CALIFORNI C
Pl. 4. Thermal Scanning of staff and personnel coming inside the campus	protocols	Continuous thermal scanning of all personnel, visitors and clients who will enter the campus	90%	90%	5	5	5	5	Health Protoco
PI. 5. Tire disinfection of all the vehicle who are from outside VSU that will enter the campus	protocols	Continuous tire disinfection of all outside VSU vehicles who will enter the campus	90%	90%	5	5	5	5	Health Protoco
TOTAL OVER-ALL RATING		The second secon		SECURITIVE COMPANIES CONTRACTOR OF THE PROPERTY OF THE		tres des sur sons solvent sense hantaritemen	MARKATAN PARTITION OF THE PARTIES OF	23.67	KARPINENNYANYANYANYANYANYANYANYANYANYANYANYANYA

MFO / PAPS	Program/Activities/	Tacks Assistant	ACCOMPLISHMENT			R	Remarks			
	Projects	Tasks Assigned	Target	Actual	Q ¹	E ²	T ³	T ³ A ⁴		
Average Rating(Total Overall rating divided by 5)		4.73	Chillipping Community and Comm	Comments & Recommendations for Development Pur					oment Purpose:	
Additional Points:		ауындага алғандық жолы үсінді балар байласқа электоруу <mark>бақылықы аламындағы б</mark> атағы алатуылық байдын анаманда	eggapinalania/samap							
Approved additional points(with copy of approval)	, , , , , , , , , , , , , , , , , , ,				Renew Security License and attend relevant [
FINAL RATING	A CONTRACTOR OF THE CONTRACTOR	4.73	organificative press top	and security safety trainings for learning and development.					earning and	
ADJECTIVAL RATING	COLUMN AND THE PROPERTY OF THE		ANNUAL TO A STATE OF A							

Evaluated & Rated

JULIUS ABELA

Dept/Office Head

Date

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Approved by:

DANIEL LESLIE S. TAN

Vice Pres. For Admin & Finance

Date:

PERFORMANCE MONITORING FORM

Name of Employee: ANTONIO P. BENGALAN

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommen dation
1	Manning fixed post	Effectively efficiently manning of fixed post as per SOP and	Refers to their monthly Duty Detail Report	End of weekly Guard Detail Order	01 July 2021 – 31 December 2021	0	Outstanding	Attend DRRM trainings and renew security license
2	Campus Roving	AOR properly observed	Refers to their monthly Duty Detail Report	End of weekly Guard Detail Order	01 July 2021 – 31 December 2021	0	Outstanding	Attend DRRM trainings and renew security license
3	Thermal Scanning and/or QR Code Scanning	Checking all individuals that enters the campus	Year 2020-2021	Continuous	Year 2021	0	Outstanding	

^{*} Either very impressive, impressive, needs improvement, poor, very poor ** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

JULIUS V. ABEI Head, OUDRRM



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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 2021 to December 2021

Name of Staff: ANTONIO P. BENGALAN Position: SECURITY GUARD I

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						

	Commitment (both for subordinates and supervisors)		,	Sca	le	
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		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
0.	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
1.	Accepts objective criticisms and opens to suggestions and innovations for	(5)	4	3	2	1

	improvement of his work accomplishment					T
12.	Willing to be trained and developed	3	4	3	2	1
	Score			-		
B. L	eadership & Management (For supervisors only to be rated by higher supervisor)		5	Scal	е	
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	
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	
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	
	Total Score	7	8			
	Average Score	9	1. 8	2 6	6	

Keep up the good wor

Overall recommendation

JULIUS V. ABELA

Printed Name and Signature Head, OUDRRM 458

EMPLOYEE DEVELOPMENT PLAN

Performance Rating: O
Aim: To improve performance
Proposed Interventions to Improve Performance:
Date: July 01, 2021 Target Date: End of September 2021
First Step: Review 11 General Orders and Code of Ethics of being a security guard
and attend refresher course security trainings.
Result: To be more effective and efficient during their tour of duty, renew licenses
and gain new knowledge about safeguarding / security and safety measures
Date: October 01, 2021 Target Date: End of December 2021
Next Step: Attend DRRM training program
Outcome: Preparedness in times of calamity or disaster and be eligible as part of the qualification of being a security guard
Final Step/Recommendation:
Attend trainings on how to make detailed blotter report and continue participate on DRRM training programs and security trainings

Prepared by:

Conforme:

ANTONIO P. BENGALAN
Name of Ratee Faculty/Staff