

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Staff: **BASILIO E. TAN JR.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical rating per IPCR	4.44	70%	3.10
2. Supervisors/Head's assessment of His contribution towards Attainment of office accomplishments	4.27	30%	1.28
TOTAL NUMERICAL RATING			4.38

TOTAL NUMERICAL RATING: 4.38
Add: Additional Approved Points, if any:
TOTAL NUMERIAL RATING: 4.38

ADJECTIVAL RATING: VS

Prepared by:


BASILIO E. TAN, JR
Name of Staff

Reviewed by:


CELSO GUMAOD
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

I, **BASILIO E. TAN JR.**, of the **SECURITY SERVICES AND MANAGEMENT OFFICE** commit 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 to December 31, 2017.

CELSO GUMAOD
Head, Security Office

[illegible]

[illegible]

Average Rating(Total Overall rating divided by 3)		4.44
Additional Points:		
Punctuality	XX	
Approved additional points(with copy of approval)	XX	
FINAL RATING		4.44
ADJECTIVAL RATING		VS

Received by:


TERESITA L. QUINANOLA

PRPEO

Date:

Calibrated by:


REMBERTO A. PATINDOL

PMTChairman

Date:

Recommending Approval:


REMBERTO A. PATINDOL

Vice Pres. For Admin & Finance

Date:

Approved by:


EDGARDO E. TULIN

President

Date

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

Instrument for Performance Effectiveness of Administrative Staff
Rating Period: July 1 to December 31, 2017

Name of Staff: BASILIO E. TANPosition: Security Guard-1

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.

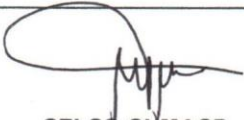
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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.	Takes charge of the post and all government properties in view.	5	4	3	2	1
2.	Walks during his tour-of-duty in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.	5	4	3	2	1
3.	Reports all violation of orders he is instructed to enforce.	5	4	3	2	1
4.	Repeats all calls from posts more distant from the guard house where he is stationed.	5	4	3	2	1
5.	Quits his post only when properly relieved.	5	4	3	2	1
6.	Receives, obeys and passes on to the relieving guard all orders from the university heads, SSO head, security officer or shift supervisors.	5	4	3	2	1
7.	Talks to no one except in line of duty.	5	4	3	2	1
8.	Gives the alarm in case of fire or disorder.	5	4	3	2	1
9.	Calls the superior officer in any case not covered by instructions.	5	4	3	2	1
10.	Salutes all university officials, his superiors, ranking public officials and commissioned officers of the Armed Forces of the Philippines.	5	4	3	2	1
11.	Especially watchful at night, and during the time of challenging, challenges all persons near his post and allows no one to pass without proper authority.	5	4	3	2	1
12.	Wears his uniform, badge, patches and insignia in a proper manner, and neat in appearance as a symbol of public trust and confidence.	5	4	3	2	1
13.	Familiarizes himself diligently with the rules and regulations laid down by the university and that of the customers or clients.	5	4	3	2	1
14.	Learns at heart or memorizes and strictly observes the laws and regulations governing the use of firearms.	5	4	3	2	1
15.	Acts at all times with decorum and does not permit personal feelings; prejudices and undue friendship to influence his actuations in the performance of his official	5	4	3	2	1

functions.					
Total Score	64/15=4.27				

B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)	Scale				
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
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
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
Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
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					
Average Score					

Overall recommendation : _____


CELSON GUMAOD
 Name of Head