



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:

CANO, GREGORIO C. JR

	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 NUM	IERICAL 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

GREGORIO C. CANO JR.

Name of Staff

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, GREGORIO C. CANO JR., of the Office of University Disasted and Risk-Reduction Management accomplished the following targets for the period

July-December 2021.

GREGORIO C. CANO JR.

Ratee

JULIUS V. ABELA
Head OUDRRM

MFO / PAPS	Program/Activities/	Tooks Assigned	ACCOMP						
	Projects	Tasks Assigned	Target Actua		tual O1		T <sup>3</sup>	A <sup>4</sup>	Remarks
UMFO 6 General Administration	The second secon	AND ADDRESS OF THE CONTROL AND ADDRESS OF THE CONTROL ADDRESS OF THE	ateriale areannest account announce of the property and	TO STATE OF THE PROPERTY OF TH	I management	E <sup>2</sup>	-	THE REAL PROPERTY AND ADDRESS OF THE PERSON NAMED AND ADDRESS	
and Support Services (GASS)									
VPAF MFO 7: Security Services			THE COLUMN ASSESSMENT	Manda menga angga Peter Peletengan angga mangga angga paga paga	THE REAL PROPERTY OF THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NAMED IN COLUMN TWO I	And the Control of th	PETERSON BENERAL PROPERTY OF THE PETERSON BENEFIT OF T	THE STREET STREET, STR	AMERICAN STREET, STREE
and Management Office									
Security Services Management	A STATE OF THE PROPERTY OF T	THE SECOND PROPERTY OF THE PRO	CORRESPONDED AND ADDRESS OF THE PROPERTY OF TH	or and a separate confident to shirt care a service constitute care of the security of the sec	THE REAL PROPERTY AND ADDRESS OF THE PERSON NAMED IN COLUMN	and the state of t	THE SECOND STREET, STR	PORTAGORA DO COMPLEMENTA DE CARONES DE LA COMPLEMENTA DE CARONES D	THE THE RESERVE AND THE RESERV
MFOs:									
MFO 3. Safety management	Control of the part and a seminar per make control proposal provides and part and part benefit and part and tra-	The property control of the second control o	ASTRONO COMPANION PLEASURES SERVICE STREET	THE STATE AS A PROPERTY OF THE STATE OF THE	THE PERSON NAMED IN COLUMN TWO	With the same has a decided by the same of		**************************************	COM. THE RESIDENCE OF THE PROPERTY OF THE PROP
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%	5	4	4	4.33	Responded all incident within VSU perimeter
MFO 4. Maintain Peace and Order				naryani san di Papa na yangan karaya yanga sanda arabin k	MERCONNERS AND ACCOUNTS AND ACC	STANDART TOTAL SAN SERVICE STANDARDS	AND THE PROPERTY OF THE PROPER		MITTERSHALL COLLARS AND SETTING THE SETTING SE

MFO / PAPS	Program/Activities/	Tacks Assistant	ACCOMPLISHMENT		Rating				The state of the s	
WI O TAI O	Projects	Tasks Assigned	Target	Actual	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	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	768 hrs	4	5	5	4.6667	Manning the fixed post	
<u>PI. 4.</u> Number of orders/directives from higher office implemented	n on different		95%	95%	4	5	5	4.6667	Implemented all directived, rules and regulations from the top management	
MFO 5. Administrative and Support Services Management	The state of the s		METERNAL ER FOLGEN ER SELEN FOLGE EN		PREMIUM PROPERTY AND	PROTECTION OF THE PROTECTION O	MARKAPOTANIC SUPPLIES SUPPLIES OF STREET	THE PRINCE PROPERTY OF STREET,	AND THE RESIDENCE OF THE PROPERTY OF THE PROPE	
PI. 4. Thermal Scanning of staff and personnel coming inside the campus		Continuous thermal scanning of all personnel, visitors and clients who will enter the campus	90%	90%	5	5	5	5	Health Protocol	
PI. 5. Tire disinfection of all the vehicle who are from outside VSU that will enter the campus	COVID-19 health protocols	Continuous tire disinfection of all outside VSU vehicles who will enter the campus	90%	90%	5	5	5	5	Health Protocol	
TOTAL OVER-ALL RATING		And the state of t	THE RESERVE OF THE PERSON NAMED IN COLUMN 2 IS NOT THE PERSON NAME	NATIONAL PROPERTY AND ANY PROPERTY OF STREET AND ASSESSMENT OF STREET ASSESSMENT ASSESSM	NOTES SERVICE AND SERVICE AND SERVICE		THE OFFICE AND ADDRESS AS A PROPERTY OF THE STREET, THE OWNER AS A PARTY OF THE OWNER AS A	23.67	INDERENDEN HER DER EN ANTER MET MAN DE LANGE HER SELFEN HER SER MET MET MET MET MET MEN HER MET MEN HER MET MET	

MFO / PAPS	Program/Activities/	Tasks Assigned	ACCOMP	LISHMENT
	Projects		Target	Actual
Average Rating(Total Overall rating divided by 5)		4.73	***************************************	Comme
Additional Points:		EN PORTUGUEZ EN PLANTE EN MANUEL MANUEL MANUEL EN TERMÉNIN (DE LINCHER ELVES EN REUT DE RECENTRE EN EL TERMÉNI EN PROPERTIE EN PROPERTIE EN MANUEL MANUEL MANUEL EN TRE LINCHEN (DE LINCHER ELVES EN REUT DE RECENTRE EN EL T	manustrion, com	
Approved additional points(with copy of approval)	хх		THE STREET S	Must at
FINAL RATING	AND THE RESIDENCE OF THE PROPERTY OF THE PROPE	4.73	MANUFACINA (APPRICA	f
ADJECTIVAL RATING		0		

Comments & Recommendations for Development Purpose:

Remarks

Rating

Must attend duly required trainings and seminars for safety and security development.

Evaluated & Rated

JULIUS V. ABELA Dept/office Head

Date:

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Approved by:

Vice Pres. For Admin & Finance

Date:

### Exhibit I

## PERFORMANCE MONITORING FORM

Name of Employee: GREGORIO C. CANO JR

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Manning fixed post	efficiently 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	

<sup>\*</sup> Either very impressive, impressive, needs improvement, poor, very poor \*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

JULIUS W. ABELA Head, OUDRRM



# CE OF THE HEAD OF PERFORMANCE MANAGEMENT AND REWARDS & RECOGNITION

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## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 2021 to December 2021

Name of Staff: GREGORIO C. CANO JR. 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. Engine

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)			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.		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
1.	Accepts objective criticisms and opens to suggestions and innovations for	<b>(5')</b>	4	3	2	1

	improvement of his work accomplishment		T	T	T	T
12.	Willing to be trained and developed	5	4	3	2	-
	Score				1-	
B. I	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	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.			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	7	7			
	Average Score	9	2.	9	06	9

Overall recommendation

Keep up the good work.

4.65

JULIUS V. ABELA
Printed Name and Signature
Head, OUDRRM

#### EMPLOYEE DEVELOPMENT PLAN

Name of Employee:	CANO,	<b>GREGORIO</b>	C. JR
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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

Result: To be more effective and efficient during their tour of duty.

Date: October 01, 2021 Target Date: End of December 2021

Next Step: Attend DRRM training program

Outcome: <u>Preparedness in times of calamity or disaster and be eligible as part of the qualification of being a security guard</u>

Final Step/Recommendation:

Attend trainings on how to make detailed blotter report and continue participate on DRRM training programs and security trainings.

Prepared by:

JULIUS V. ABELA Head, OUDRRM

Conforme:

GREGORIO C. CANO JR. Name of Ratee Faculty/Staff