

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical rating per IPCR	4.44	70%	3.11
2. Supervisors/Head's assessment of His contribution towards Attainment of office accomplishments	4.27	30%	1.28
TOTAL NUMERICAL RATING			4.39

TOTAL NUMERICAL RATING:

4.39

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.39

ADJECTIVAL RATING:

VS

Prepared by:


ASUNCION C. ARRADAZA

Name of Staff

Reviewed by:


CELSO GUMAOD

Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL

Chairman, PMT

Approved:


EDGARDO E. TULIN

President

"Exhibit B"

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 January 1 to June 30, 2016.

BASILIO E. TAN JR.

Ratee

CELSO GUMAOD

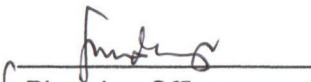
Head, Security Office

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Average Rating (Total Overall rating divided by 4)		4.44
Additional Points:		
Punctuality	XX	
Approved additional points (with copy of approval)	XX	
FINAL RATING		4.44
ADJECTIVAL RATING		VS


Received by:


 Planning Office
 Date:

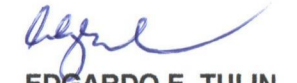
Calibrated by:


REMBERTO A. PATINDOL
 PMT
 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: January 1 to June 30, 2016Name of Staff: BASILIO E. TANPosition: Security Guard

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.

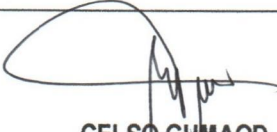
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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 functions.	5	4	3	2	1
Total Score	4.27				

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