



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:

MANAGBANAG, ARCHIE B.

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerio	cal Rating per IPCR	4.65	70%	3.26
of his o	isor/Head's assessment contribution towards ent of office blishments	4.73	30%	1.42
		TOTAL NUM	MERICAL RATING	4.68

TOTAL NUMERICAL RATING: Add: Additional Approved Points, if any: 4.68

TOTAL NUMERICAL RATING:

4.68

FINAL NUMERICAL RATING

4.68

ADJECTIVAL RATING:

0

Prepared by:

ARCHIE B. MANAGBANAG

Name of Staff

Reviewed by

JULIUS Head, OUDRRM

Recommending Approval:

DANIEL LESLIE S. TAN

Vice President for Admin & Finance

Approved:

Chairman, PMT

"Exhibit B"

I, ARCHIE B. MANAGBANAG, of the Office of University Disasted and Risk-Reduction Management accomplished the following targets for the period July-December 2021.

ARCHIE B. MANAGBANAG

Ratee

JULIUS V. ABELA

Head, OUDRRM

MFO / PAPS	Program/Activities/	Tasks Assigned	ACCOMPLISHMENT		Rating				
	Projects	Tasks Assigned	Target Actual		$Q^1 = E^2$		T ³ A ⁴		Remarks
UMFO 6 General Administration and Support Services (GASS)					aver Miller (Market Spring and Sp				
VPAF MFO 7: Security Services and Management Office			THE REAL PROPERTY OF THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TO THE PER	and the second s	may de misse general de commo con essena		manadaman personal construction of		
Security Services Management MFOs:					NG/144/CENTRABASIANAN PIN ENGLATURA	The administration of the party of the control of t	MATERIAL STATE OF THE STATE OF	MULTIPLE TERMINES ESTIMATA CONSTRUCTOR	Marchallota and American Commission and Company of Commission Comm
MFO 3. Safety management	THE COLUMN TWO PROPERTY AND A PROPERTY OF THE COLUMN TWO PROPERTY OF THE COLUMN TWO PROPERTY AND A PROPERTY AND		MAKANA MULANJANINGO AN MAKANA	NOTIFICATION OF CHAPTER AND THE PROPERTY OF THE PARTY OF	MACHINE DAMANIANA EMPLANA (TATA				
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	5	4	4.33	Responded all incident within VSU perimeter
MFO 4. Maintain Peace and Order					***************************************				

IVII V / I AI S	Projects	I dana maaiyiicu	Target	Actual	Q ¹	E ²	T ³	A^4	I/cilialiva
UMFO 6 General Administration and Support Services (GASS)						Pacific Inc. Service several construction and a		Annual International Control of the	ALTERNATIVE CHINESPASSIC TOTAL COLUMN PROCESSION AND ACTUAL COLUMN PROCESS
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	872 hrs	4	5	5	4.6667	Manning the fixed post
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 prroperties; No smoking policy; Improper disposal of solid waste; Curfew policy; and COVID-19 health protocols	95%	95%	4	5	5	4.6667	Implemented all directived rules and regulations from the top management
MFO 5. Administrative and Support Services Management				a yanan mangaya kali da kun da un da manan manan da ga ya a sa a sa a sa a sa a sa a sa a	ini pantuarrikk trodustroparra avegagata	Proof of general value as a superior of		AbelgespreningsbestatesPhysopyreaatener	MANAGEM ALIAN PROCESSI SENSI SANTAN MENUNJANJAN SANTAN SANTAN SANTAN SANTAN SANTAN SANTAN SANTAN SANTAN SANTAN
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
hicle who are from outside VSU 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

WI C/I AI C	Projects	I dana nasiyiicu	Target	Actual	O ¹	_2	-3	.4	Nemains
UMFO 6 General Administration and Support Services (GASS)			THE PROPERTY OF THE PARTY OF TH	THE PARTY OF THE P		=		A ⁴	
TOTAL OVER-ALL RATING		Output and the second s	NAME AND DESCRIPTION OF PERSONS ASSESSED.	THE REPORT OF THE PERSON OF TH	MANAGEMENT (ANNA TRANSPORTED	THE STREET, ST	TO THE REAL PROPERTY AND THE PROPERTY AN	DOLLOS CHURLES SAN TRANSPORTE LA RESTRA	
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	NATIONAL PROPERTY.
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Comments & Recommendations for Development Purpose:

Renew Security License and attend relevant DRRM and security safety trainings for learning and development.

Evaluated & Rated by

Dept/Office Head

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1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Approved by:

DANIEL LESLIE S. TAN

Vice Pres. For Admin & Finance

Date:

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: ARCHIE B. MANAGBANAG

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	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	

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

JULIUS V. ABELA Head OUDRRM





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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 2021 to December 2021

Name of Staff: ARCHIE B. MANAGBANAG 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 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.					
5	Outstanding						
4	Very Satisfactory	The performance meets and often exceeds the job requireme					
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)		5	Scal	e	
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.		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	nctions the outputs of which results as a best practice that further		3	2	1
1.	Accepts objective criticisms and opens to suggestions and innovations for	(5)	4	3	2	1



	improvement of his work accomplishment	4				
2.	Willing to be trained and developed	5	4	3	2	
	Score					
	eadership & Management (For supervisors only to be rated by higher supervisor)		S	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	6	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.	6	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	
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	1
	Total Score	7	9			
	Average Score					
Ove	Overall recommendation: Keep up the and work					

Overall recommendation

JULIUS V. ABELA

Printed Name and Signature Head, OUDRRM

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MANAGBANAG, ARCHIE B. 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.
and attend for 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: JULIUS V. ABELA Head OUDRRM
Conforme: ARCHIE B. MANAGBANAG Name of Ratee Faculty/Staff