

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**Name of Administrative Staff: CELSO GUMAOD

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical rating per IPCR	4.47	70%	3.12
2. Supervisors/Head's assessment of His contribution towards Attainment of office accomplishments	4.94	30%	1.47
<b>TOTAL NUMERICAL RATING</b>			<b>4.59</b>

TOTAL NUMERICAL RATING:

4.59

Add: Additional Approved Points, if any:

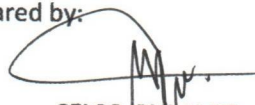
TOTAL NUMERIAL RATING:

4.59


ADJECTIVAL RATING:

0


Prepared by:

  
CELSO GUMAOD  
 Name of Staff

Reviewed by:

  
REMBERTO A. PATINDOL  
 Vice Pres. for Adm. & Finance

Recommending Approval:

  
REMBERTO A. PATINDOL  
 Chairman, PMT

Approved:

  
EDGARDO E. TULIN  
 President

**"Exhibit B"**

I, CELSO GUMAOD, of the SECURITY SERVICES AND MANAGEMENT OFFICE commits 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.

**CELSO GUMAOD**

Ratee

**REMBERTO A. PATINDOL**

Vice Pres. for Admin & Finance

MFO / PAPS	Program/Activities/ Projects	Tasks Assigned	ACCOMPLISHMENT		Percentage	Rating				Remarks
			Target	Actual		Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 6 General Administration and Support Services (GASS)										
VPAF MFO 7: Security Services Management Office										
Security Services Management MFOs:										
MFO 1. Conduct Investigation on reported incidents										
PI 1. Number of all reported incidents had been investigated	Investigation of reported incidents	Supervision/ Monitor of reported incidents	60	65.00	108.33	5	5	4	4.66667	Recorded on the SSO blotter and some at PNP
PI 2. Number of reported incidents submitted to higher office for legal action	Submission of reported incidents to higher education	Review/ Approved of reported incidents	60	65	108	5.0	4.0	5.0	4.7	For information of higher offices and legal action and some ammicably settled by this office
MFO 2. Accomplishment reporting										
PI 1. Number of weekly incidents reported	Weekly incident reporting	Review/ Approved of weekly incidents report	24	24.00	100.00	5	4	5	4.6667	Records purposes

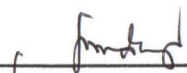


<b>PI 2.</b> Number of annual accomplishment report	Annual accomplishment reporting	Drafting/ Finalizing								Reports based on major incidents/happenings in VSU campus
<b>MFO 3. Public safety management</b>										
<b>PI 1.</b> Number of student dormitories oriented/inspected on security and safety	Student orientation and dormitories inspected for security and safety	Team Leader	10	10	100	4.0	5.0	4.0	4.3	Inspection of emergency exits, electrical, emergency lights, emergency alarms, etc.
<b>PI 2.</b> Number of security and trainings/seminars conducted or facilitated	Education/information and dissemination	Coordination/ resource person	1	2	200	5.0	4.0	4.0	4.3	Trainings/seminars such as fire safety and earthquake drill, emergency response and road safety
<b>MFO 5. Administrative and support services Mangement</b>										
<b>PI 1.</b> Efficient office management and maintenance	Administration	Manage the entire office operation	100% No complaint	100% No complaint	100.00	4.0	5.0	4.0	4.3	Office Management
<b>PI 2.</b> Number of VSU major events coordinated and secured	VSU major event security	Committee on security and safety chairman	2	2	100	5.0	4.0	5.0	4.7	Graduation, Sportsfest
<b>PI 3.</b> Number of unversity committee chaired/coordinated	University-wide programs and activities	Chairman and member of different committee	5	5	100	5.0	4.0	4.0	4.3	Chaired different committee
<b>PI 4.</b> Financial and personnel related documents drafted and reviewed	Office personnel and financial management	Review/ Approved of documents	50	60	120	5.0	4.0	4.0	4.3	Office Management
<b>PI 5.</b> Number of gate pass stickers issued	Monitoring, controlling of private/utility vehicles	Monitor/ Supervised issuance of gate pass sticker	40	45	113	5.0	4.0	4.0	4.3	Vehicles coming in and out VSU campus

Total Over-all Rating									44.7	
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Average Rating(Total Overall rating divided by 10)		4.47
Additional Points:		
Punctuality	XX	
Approved additional points(with copy of approval)	XX	
FINAL RATING		4.47
ADJECTIVAL RATING		VS

Received by:

  
 Planning Office

Date:


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

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:



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 to June 30, 2016Name of Staff: Celso GumaodPosition: Head, Security Services Management Office

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.	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.	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
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
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment.	5	4	3	2	1
12.	Willing to be trained and developed.	5	4	3	2	1
Total Score		55 + 4 = 59				

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	25 + 59 = 84				
Average Score	4.94				

Overall recommendation : \_\_\_\_\_

REMBERTO A. PATINDOL  
Name of Head