

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: TEOFILO C. GOFREDO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical rating per IPCR	4.46	70%	3.12
2. Supervisors/Head's assessment of His contribution towards Attainment of office accomplishments	4.67	30%	1.40
TOTAL NUMERICAL RATING			4.52

TOTAL NUMERICAL RATING: 4.52

Add: Additional Approved Points, if any:

TOTAL NUMERIAL RATING: 4.52

ADJECTIVAL RATING: vs 0

Prepared by:

Reviewed by:


TEOFILO C. GOFREDO
Name of Staff


CELSO GUMAOD
Head - Security Services Office

Approved:


REMBERTO A. PATINDOL
Chairman, PMT

"Exhibit B"

I, **TEOFILO C. GOFREDO**, of the SECURITY SERVICES 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 **July 1 to December 31, 2019.**

TEOFILO C. GOFREDO

Ratee

Approved:

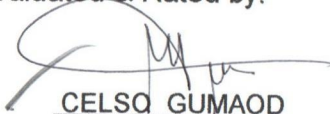
CELSO GUMAOD

Head, Security Office

MFO / PAPS	Program/Activities/ Projects	Tasks Assigned	ACCOMPLISHMENT		Percentage	Rating				Remarks
			Target	Actual		Q ¹	E ²	T ³	A ⁴	
UMFO 6 General Administration and Support Services (GASS)										
VPAF MFO 7: Security Services and Management Office										
Security Services Management MFOs:										
MFO 6. Administrative and Support Services Management										
PI 1. Efficient office management and maintenance	Efficient and customer friendly frontline services	Entertain clients and serve them properly, efficiently, and effectively	100% No complaint	100% No complaint	100%	5	4	5	4.67	
PI 2. Number of VSU major events coordinated and secured	Office coordination	Preparation of duty detail	2	2	100%	5	4	4	4.33	
PI 3. Number of Guard Detail prepared	Office coordination	Preparation of duty detail	20	20	100%	5	4	4	4.33	
PI 4. Number of security and safety trainings/seminars conducted and or facilitated	Facilitator	Prepares training aides and materials	3	1	133%	5	4	5	4.67	
PI 5. Financial and personnel related documents prepared	Office clerical works	Prepares, received incoming/outgoing documents	560	485	100%	4	5	5	4.67	

MFO / PAPS	Program/Activities/ Projects	Tasks Assigned	ACCOMPLISHMENT		Percentage	Rating				Remarks
			Target	Actual		Q ¹	E ²	T ³	A ⁴	
PI 6. Number of gate/pass stickers issued	Controler, coordinator	Prepares necessary documents and releasing of gate pass	27	15	150%	5	4	4	4.33	
P1 7. Number of office/ equipment procured	Office clerical works	Prepares PR's,RIS,PPMP	7	22	105%	4	5	4	4.33	
P1 8. Number of agreement and gate pass sticker release	Preparation/ releasing of VSU gate pass sticker	Prepares agreement/ release gate pass sticker	14	15	150%	5	4	4	4.33	
Total over-all Rating									35.67	
Average Rating (Total Overall rating divided by 7)		4.46				Comments & Recommendations for Development Purpose:				
Additional Points:						Devoted to his work assignments and he is recommended for a permanent position to boast his moral to perform more than expected.				
Approved additional points(with copy of approval)		xx								
FINAL RATING		4.46								
ADJECTIVAL RATING		VS								


Evaluated & Rated by:


CELSON GUMAOD

Dept/Office Head

Date:

Approved by:


REMBERTO A. PATINDOL
Vice Pres. For Admin & Finance

Date:

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

7

PERFORMANCE MONITORING FORM

Name of Employee: TEOFILO C. GOFREDO

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplished	Actual Date of Accomplishment	Quality of Output	Over-all assessment of output**	Remarks Recommendation
1	Preparation of Project Procurement Management Plan (PPMP) and Purchase Request (PR)	5	July 03, 2019	December 31, 2019	Dec. 31, 2019	VS	Very Satisfactory	
2	Preparation and submission of office documents and requests	60	July 03, 2019	December 31, 2019	Dec. 31, 2019	VS	Very Satisfactory	
3	Recording and filing of Memorandum and incoming letters	45	July 03, 2019	December 31, 2019	Dec. 31, 2019	VS	Very Satisfactory	
4	Preparation and Releasing of Gate Pass Stickers	15	July 03, 2019	December 31, 2019	Dec. 31, 2019	VS	Very Satisfactory	
5	Encoding and submission of OPCR & IPCR	4	July 03, 2019	December 31, 2019	Dec. 31, 2019	VS	Very Satisfactory	

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

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

Prepared by:



CELSO GUMAOD
Head-Security Services Office

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1 2019 to December 31, 2019

Name of Staff: GOFREDO, TEOFILO C.

Position: Adm. Aide III

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						

JU 4.67

B. Leadership & Management (For supervisors only to be rated by higher supervisor)		Scale				
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.	5	4	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						
Average Score						

Overall recommendation : TO be given a chance to become permanent status.


CELSON GUMAOD
Head-Security Services Office

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	
	2nd	
	3rd	
	4th	


Name of Office SECURITY SERVICES OFFICE
Head of Office: CELSO GUMAOD
Name of Staff: TEOFILO C. GOFREDO

Signature: 

Date:

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Performance of the office admin. Staff were also monitored based on their assigned task	The office head monitored the attendance and participation of admin. Staff in the different activities conducted by the office and University.	President Memo on the different university event/celebrations.	LOI and verbal instructions of the University President and OVPAF	Admin staff were informend of the event and assignments were given on concerned. Big events celebrated: Anniversary celebration (April 14-27, 2019)
Coaching	The concerned staff will informed of the ourcome of the previous office performance especially concerning draw-backs on their assigned tasks. Advices were given to the concerned staff	The concerned staff was informed of the outcome of the previous office performance especially concerning draw-backs on their assigned tasks. - Advised were given to the concerned	SSO Memo, orders and LOI issued	Special duty detail order were issued to concerned staff for any big event happen in VSU	Staff concerned were given encouragement to do much better the next time if a big event happened.

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by: 
CELSO GUMAOD
Head-Security Services Office

Noted by: 
REMBERTO A. PATINDOL
Vice Pres for Admin. & Finance

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: GOFREDO, TEOFILO C.
Performance Rating: O

Aim: To improve performance

Proposed Interventions to Improve Performance:

Date: July 01, 2019 Target Date: End of September 2019

First Step:
Observe how the records and reports be maintained and manage

Result:
Records can be easily located and reports are submitted on time
Daily Time Records filled-up correctly

Date: October 01, 2019 Target Date: End of December, 2019

Next Step:

Outcome: Arrangement of the office was improved and records are visible at one looked

Final Step Recommendation:

Conforme:

TEOFILO C. GOFREDO
Name of Ratee Staff

Prepared by
CELSO GUMAOD
Head-Security Services Office