



Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: pree@vsu.edu.ph Website: www.vsu.edu.ph

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

ELORCHA, ALEX O.

| | Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|----|---|-------------------------|-----------------------|---|
| 1. | Numerical Rating per IPCR | 4.69 | 70% | 3.28 |
| 2. | Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.88 | 30% | 1.46 |
| | | TOTAL NUI | MERICAL RATING | 4.74 |

4.74

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

4.74

FINAL NUMERICAL RATING

4.74

ADJECTIVAL RATING:

0

Prepared by:

Reviewed by:

ALEX O. ELORCHA

DARIO P. LINA

Name of Staff

Head, OUDRRM

Recommending Approval:

REMBERTO A. PATINDOL

Vice President for Admin & Finance

Approved:

REMBERTO A PATINDOL

Chairman, PMT

"Exhibit B"

I, ALEX O. ELORCHA, of the <u>SECURITY SERVICES OFFICE</u> 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, 2020 to December 31, 2020**.

ALEX O. ELORCHA

Ratee

DARIO P. LINA
Head, Security Office

| MFO / PAPS | Program/Activities/ | Tasks Assigned | ACCOMP | ACCOMPLISHMENT | | | | | | Rating | | | | |
|---|---|--|--|--|---|--|---|--|-------|--|--|--|--|--|
| | Projects | rasks Assigned | Target | Actual | Percentage | Q ¹ | E ² | T3 | A^4 | Remarks | | | | |
| UMFO 6 General Administration and Support Services (GASS) | | | | | | | | | | | | | | |
| VPAF MFO 7: Security Services and Management Office | | | | | | Medical and the second and | | | | | | | | |
| Security Services Management MFOs: | _ | | MINISTER STATE OF THE STATE OF | MEMORYMATICANICAL STREET, AND ASSOCIATE ASSOCIATE ASSOCIATE | | PALIFECTURE PROBLEM NAME OF THE PARTY OF THE | | STATESTAL ASSESSMENT ANNAL THE STATESTAL STATE | | STOCKETTER STATE OF THE STATE O | | | | |
| MFO 3. Public Safety | | | and the second s | | MET THE SECRET AND A SECRET AS A SECRET | g Branco, Landon (ST pole Agricula plane) | *************************************** | | | ALI PROTESTI DE CONTENTO E ARTESTA E ARTESTA DE LOS ANCIANOS ESTA POR ESPECIA DE LOS ANCIANDOS EN ARTESTAS E P | | | | |
| PI 3. All emergency assistance calls responded | Emergency Assistance | Respond to the emergency happening within the University premises. Take blotter report, make incident report for information purposes. | 90.00% | 90.00% | 100.00% | 4 | 5 | 5 | 4.67 | | | | | |
| MFO 4. Maintain Peace | ALTORIUS ESTAT BERTHAL ESTAT ESTAT ESTAT ESTAT BERTHAL ESTA | | | THE PERSON LABORATED IN COLUMN LABORATED IN CO | | | | | | | | | | |
| and Order | | | | | | | | | | | | | | |

| MFO / PAPS | Program/Activities/ | Tooks Assistant | ACCOMPLISHMENT Target Actual | | | | Ra | | | |
|---|---|--|------------------------------|--------|------------|----------------|----------------|----------------|----------------|---------|
| WIOTIAIO | Projects | Tasks Assigned | | | Percentage | Q ¹ | E ² | T ³ | A ⁴ | Remarks |
| PI 1. Number of hours 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 withdraw, 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. | 675 | 854.00 | 126.51% | 5 | 5 | 4 | 4.67 | |
| PI 2. Number of hours in the | Campus roving | Observed area of responsibility (AOD) | 275 | 275 | 1.0.001 | | | | | |
| Campus properly roved | Campus roving | Observed area of responsibility (AOR) | 375 | 375 | 100% | 5 | 4 | 4 | 4.33 | |
| PI. 5. Number of orders/directives from higher office implemented | 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; and Curfew policy. | 100% | 5 | 100% | 4 | 5 | | 4.5 | |
| MFO 5. Administrative and Support Services Management | | | | | | | | | | |

4,51

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| MFO / PAPS | Program/Activities/ | Tasks Assigned | | ACCOMPLISHMENT | | | | | | | | Rating | | | | |
|----------------------|--|--------------------|--------|--|--|---|--|--------------------------------|----------------|---|--|--------|--|--|--|--|
| | Projects | rasks Assigned | Target | Actual | Percentage | Q ¹ | E ² | T ³ | A ⁴ | Remarks | | | | | | |
| | PI.9. Thermal Scanning of staff and personnel coming inside the campus | All SSMO Personnel | 90% | 90% | 100% | 5.0 | 5.0 | 5.0 | 5.0 | Prevention on spreading COVID 19 pandemic | | | | | | |
| | PI.11. Tire disinfection of all the vehicle who are from outside VSU that will enter the campus | All SSMO Personnel | 90% | 90% | 100% | 5.0 | 5.0 | 5.0 | 5.0 | Prevention on spreading COVID 19 pandemic | | | | | | |
| OTAL OVER-ALL RATING | | | | AND DESCRIPTION OF THE PARTY OF | WIN HER TO THE THE CHARLES OF VIEW PORTS OF THE ATTEMPT OF | тинен от постания обращения и постания и пос Постания и постания и п | THE RESIDENCE OF THE PARTY OF T | AND DESCRIPTION OF THE PERSONS | 28.17 | | | | | | | |

| Average Rating(Total Overall rating divided by 6) | | 4.69 |
|---|--|------|
| Additional Points: | THE RESIDENCE OF THE PROPERTY | |
| Approved additional points(with copy of approval) | хх | |
| FINAL RATING | CHARLES HEAVITH HE CONTROL THE STREET HEAVITH HEAVITH HE CONTROL THE STREET HEAVITH HE CONTROL HEAVITH HE CONTROL HEAVITH HEAV | 4.69 |
| ADJECTIVAL RATING | THE RESERVE OF THE PROPERTY OF | VS |

Evaluated & Rated by:

Approved by:

REMBERTO A PATINDOL

Vice Pres. For Admin & Finance

Date:

Comments & Recommendations for Development Purpose:

Has potential to be a leader, Improve leadership skills. Recommended to attend relative trainings

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

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: <u>ALEX O. ELORCHA</u>

| 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 | effectivel y and efficientl y manning of fixed post as per SOP | Refers to their monthly Duty Detail Report | End of weekly Guard Detail Order | 01 Jun 2020 - 31 Dec. 2020 | VS | Very Satisfactory | Attend security and safety seminars/ trainings |
| 2 | Campus Roving | AOR properly observed | Refers to their monthly Duty Detail Report | End of weekly Guard Detail Order | 01 Jun 2020 - 31 Dec. 2020 | VS | Very Satisfactory | Attend security and safety seminars/ trainings |
| | | | | | | | | |

^{*} Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:





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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 2020 to December 2020

Name of Staff: ALEX O. ELORCHA Position: SECURITY GUARD 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. 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 |

| Α. | 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 | 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 |
| 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 | 5 | 4 | 3 | 2 | 1 |
| 1. | A | 5) | 4 | 3 | 2 | 1 |

No. 20-24 419

| | improvement of his work accomplishment | | | | | |
|-------------|---|------------|----|------|---|---|
| 12. | Willing to be trained and developed | (5) | 4 | 3 | 2 | - |
| | Score | | | - | | |
| B. L | 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 | (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 | | 8 | ッ | | |
| | Average Score | - | 4. | 86 | ζ | |

| Overall reconfinentiation | Overall | recommendation |
|---------------------------|---------|----------------|
|---------------------------|---------|----------------|

DARIO P. LINA
Printed Name and Signature
Head, OUDRRM

EMPLOYEE DEVELOPMENT PLAN

| Performance I | • | RCHA, ALEX O. |
|----------------------------|--------------|--|
| Aim: To impro | ve performar | nce |
| Proposed Inte | rventions to | Improve Performance: |
| Date: July 01, | , 2020 | Target Date: End of September 2020 |
| First Step: | Review the | Eleven General Orders |
| | | |
| Result: | More aware | of his duties and responsibilities as Security Guard in VSU. |
| | | |
| Date: October | r 1, 2020 | Target Date: End of December 2020 |
| Next Step: | Attend secu | rity and safety / team building. |
| Outcome: efficient when | Possess po | sitive working environment and able to be more effective and |
| | | |

Attend Security Seminars/Training quarterly / semi-annually

Prepared by:

DARIO P. LINA Head, OUDRRM

Conforme:

Final Step/Recommendation:

ALEX O. ELORCHA Name of Ratee Faculty/Staff