

CE OF THE HEAD OF PERFORMANCE MANAGEMENT AND REWARDS & RECOGNITION

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:

ESPINOSA, ANTONIO C.

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Nu	imerical Rating per IPCR	4.80	70%	3.36
of att	ipervisor/Head's assessment his contribution towards ainment of office complishments	4.76	30%	1.42
		TOTAL NUM	IERICAL RATING	4.78

TO THE HOMENICAL NATING.	TOTAL	NUMERICAL	RATING:
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4.78

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

4.78

FINAL NUMERICAL RATING

4.78

ADJECTIVAL RATING:

0

Prepared by:

ANTONIO C. ESPINOSA

Name of Staff

Reviewed by

JULIUS V. ABELA Head, OUDRRM

Recommending Approval:

REMBERTO A. PATINDOL

Vice President for Admin & Finance

Approved:

REMBERTO A. PATINDOL

Chairman, PMT

"Exhibit B"

I, ANTONIO C. ESPINOSA, of the Office of University Disasted and Risk-Reduction Management accomplished the following targets for the period January - June 2021.

ANTONIO C. ESPINOSA

Ratee

JULIUS V ABELA Head, OUDRRM

MFO / PAPS	Program/Activities/	Tasks Assigned	ACCOMP	LISHMENT		R	ating		
	Projects	i daka Assigned	Target	Actual	Q ¹	E ²	T ³	A ⁴	Remarks
UMFO 6 General Administration									
and Support Services (GASS)							1		
VPAF MFO 7: Security Services							+		
and Management Office									
Security Services Management			1				-		-
MFOs:									
MFO 3. Safety management									-
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									

WIFU / FAFS	Projects	I dana Maaiyiidu	Target	Actual	Q^1	E ²	T ³	A ⁴	IVEIIId1NS
UMFO 6 General Administration									
and Support Services (GASS)									
PI 1. Number of hours each fixed post being manned	1,2, Administration	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	904 hrs	5	5	5	5	Manning the fixed post
<u>Pl. 4.</u> Number of orders/directives from higher office implemented	Orders/directives compliance/implementatio n 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									
Pl. 4. Thermal Scanning of staff and personnel coming inside the campus	COVID-19 health protocols	Continuous thermal scanning of all personnel, visitors and clients who will enter the campus	90%	90%	5	5	5	5	Health Protocol
PI. 5. Tire disinfection of all the vehicle who are from outside VSU that will enter the campus		Continuous tire disinfection of all outside VSU vehicles who will enter the campus	90%	90%	5	5	5	5	Health Protocol
TOTAL OVER-ALL RATING								24.00	

IVIFO / FAFS	Projects	I doko Moolylieu	Target	Actual	Q ¹	E ²	T ³	A ⁴	Lemans
UMFO 6 General Administration and Support Services (GASS)									
and support services (SASS)									

Average Rating(Total Overall rating divided by 5)		4.80
Additional Points:		
Approved additional points(with copy of approval)	хх	
FINAL RATING		4.80
ADJECTIVAL RATING		0

Comments & Recommendations for Development Purpose:

Must attend duly required trainings and seminars for safety and security development.

Evaluated & Rated by:

JULIUS V. ABELA
Dept/Office Head

Date:

1 - Quality

- 2 Efficiency
- 3 Timeliness
- 4 Average

Approved by:

REMBERTO A. PATINDOL

Vice Pres. For Admin & Finance Date:

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: ANTONIO C. ESPINOSA

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 and patrolling AOR	Effectively and efficiently manning of fixed post as per SOP	Refers to their monthly Duty Detail Report	End of weekly Guard Detail Order	01 Jan 2021 – 30 June 2021	VS	Very Satisfactory	Attend duly required trainings and seminars for safety and security development
2	Thermal Scanning and/or QR Code Scanning * Fither years increased in	Checking all individuals that enters the campus	Year 2020-2021	Continuous	Year 2021	VS	Very Satisfactory	development

^{*} 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: January 2021 to June 2021

Name of Staff: ANTONIO C. ESPINOSA 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. 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					

A.	Commitment (both for subordinates and supervisors)		9	Sca	е	
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.	Accepts objective criticisms and opens to suggestions and innovations for	5)	4	3	2	1

-	improvement of his work assessed in his work		T			_
10	improvement of his work accomplishment	1				
2.	Willing to be trained and developed	(5	4	3	2	
	Score		I	8		
B. L	eadership & Management (For supervisors only to be rated by higher supervisor)		5	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	
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	
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	
	Total Score		8	57		
	Average Score		A -	74		-

Overall	recommendation	
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Printed Name and Signature Head, OUDRRM

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ESPINOSA, ANTONIO C. Performance Rating: VS
Aim: To improve performance
Proposed Interventions to Improve Performance:
Date: January 01, 2021 Target Date: End of March 2021
First Step: Review VSU policies, campus rules and regulations and review the Eleven General Orders.
Result: Be more aware of his duties and responsibilities as Security Guard in VSU and be more vigilant to the possibility of illegal intruders.
Date: April 1, 2021 Target Date: End of June 2021
Next Step: Attend duly required trainings and seminars for safety and security development.
Outcome: Refresh their minds, become more efficient and effective when guarding the campus and to easily respond to any incident within the campus.

Final Step/Recommendation:

Attend DRRM trainings for the preparation of any possible calamities.

Prepared by:

JULIUS V. ABELA

Head,

OUDRRM Conforme:

ANTONIO C. SPINOSA Name of Ratee Faculty/Staff