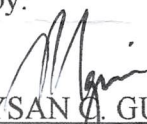


COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

Name of Administrative Staff: RYSAN C. GUINOCOR

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.84	70%	3.39
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.57	30%	1.37
TOTAL NUMERICAL RATING			4.76

TOTAL NUMERICAL RATING: 4.76  
Add: Additional Approved Points, if any:             
TOTAL NUMERICAL RATING:             
  
FINAL NUMERICAL RATING 4.76  
  
ADJECTIVAL RATING: 0


Prepared by:   
RYSAN C. GUINOCOR  
Name of Staff

Reviewed by:   
FRANCISCO G. GABUNADA JR.  
Department/Office Head

Approved:   
EDGARDO E. TULIN  
President

### INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Atty. Rysan C. Guinocor, Head of Legal 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 31, 2018 to June 30, 2018

  
**RYSAN C. GUINOCOR**  
 RATEE

Approved:

  
**FRANCISCO G. GABUNADA JR.**  
 Executive Assistant

MFOs/PAFs	Success Indicator	Tasks Assigned	Target Jan.- Jun 2018	Accomplishment		Rating				Remarks
				Actual Accomplishment	Percentage	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
OP MFO 2: Administrative services										
Legal Office MFO 1: Administrative and Support Services Management										
PI 1: Efficient legal services management	A1. Efficient and customer friendly assistance	T1: Entertains clients needs promptly, efficiently and effectively	no complaint	no complaint		5	5	5	5	
	A2. Legal opinions/ comments preparation	T2: Prepares legal opinions/ rulings/comments referred by the Office of the President and other key officials	5	5		5	5	4	4.67	
	A.3: Counselling/ consultancy services	T3: Extends legal counselling/ consultancy services to faculty, staff and students	30	48		5	5	5	5	
	A4. Prosecution/ Resolution of cases	T4. Prepares reports/ resolution/ recommendation of cases within 30 days from the day the case is submitted for resolution	1	2		5	5	4	4.67	

		T.5 Prosecutes anti-sexual harassment cases	100%	100%		5	5	5	5	
		T6. Acts on violations of the provisions of agreements/contracts	5	5		5	4	5	4.67	
	A.5 Meetings/advices extended	T7: Attends BOR/UADCO meetings per request by the President	100% attendance	100 % attendance		5	5	5	5	
	A.6 Membership in committees/boards	T8: Attends meetings of BAC, NAPB , PMT, AdPA, VSU Admin. Scholarship and VSU Housing Com. as member	25 attendance	31 attendance		5	5	5	5	
<b>Legal Office MFO 2: Legal Documents Preparations</b>										
<b>PI 2: Efficient preparation of legal documents</b>	A.7 Review/ Notarization of legal documents	T9: Files appeals/ memorandum within the time frame whenever applicable	100%	100%		5	5	4	4.67	
		T10: Prepares/reviews/ notarizes MOAs, contracts and other legal documents within 2 days from receipt	500	1,076		5	5	4	4.67	
<b>Legal Office MFO 3: Legal information/dissemination services</b>										
<b>PI 3: Conduct of trainings/lectures/orientation seminars</b>	A8. Lectures/seminars conducted/facilitated	T11: Conducts lectures/ seminars to Faculty, Staff and Students including VSU external campuses	1	2		5	5	5	5	
		T12: Acts as resource person over Radio Station DYDC, Visca, Baybay City,Leyte	10 hours	10 hours		5	5	5	5	
<b>Legal Office MFO 4: Land management &amp; monitoring services</b>										
<b>PI 4: Settlement of land problems</b>	A9. Invites squatters/ complainant for verification/settlement	T13: Settles complaints against VSU squatters within 30 days	3	3		5	5	5	5	
		T14: Verifies/follow up application for special patent	1	1		5	5	4	4.67	

# Legal Office MFO 5: Implementation of Anti-Red Tape Law

PI 5: Evaluation of complaints dropped at suggesstion boxes	A10. Suggestion boxes monitored/evaluated	T15: Sends communications to department/unit heads concerned to verify what actions done on the complaint/comments	2	0		5	5	5	5	
Total Over-all Rating						75	74	70	73	
Average Rating :						5	4.9	4.67	4.87	
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING						5	4.9	4.67	4.84	
ADJECTIVAL RATING						0	0	0	0	

Evaluated & Rated by:

  
**FRANCISCO G. GABUNADA**  
 Dept/Unit Head

Date: \_\_\_\_\_

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

Approved by:

  
**EDGARDO E. TULIN**  
 President

Date: \_\_\_\_\_

Comments & Recommendations for Development Purposes:

*Attend trainings / seminars on Administrative, CSC laws Read updates.*

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY- JUNE 2018  
Name of Staff: RYSAN C. GUINOCOR Position: ATTORNEY IV

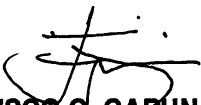
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		56				
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	5	④	3	2	1

office/department aligned to that of the overall plans of the university.					
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	22				
Average Score	4.57				

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



**FRANCISCO G. GABUNADA JR.**  
Name of Head

## Exhibit I

**PERFORMANCE MONITORING FORM**Name of Employee: **RYSAN C. GUINOCOR**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	T1: Entertains clients needs promptly, efficiently and effectively	No complaint	Jan. 3, 2018	June 30, 2018	June 30, 2018	very impressive	Outstanding	
2	T2: Prepares legal opinions/ rulings/comments referred by the Office of the President and other key officials	No complaint	Jan. 3, 2018	June 30, 2018	June 30, 2018	very impressive	Outstanding	
3	T3: Extends legal counselling/ consultancy services to faculty, staff and students	5	Jan. 3, 2018	June 30, 2018	June 30, 2018		very satisfactory	
4	T4. Prepares reports/ resolution/ recommendation of cases within 30 days from the day the case is submitted for resolution	30	Jan. 3, 2018	June 30, 2018	June 22, 2018	impressive	very satisfactory	
5	T.5 Prosecutes anti-sexual harassment cases	1	Jan. 3, 2018	June 30, 2018	June 30, 2018	needs improvement	very satisfactory	
6	T6. Acts on violations of the provisions of agreements/contracts	20	Jan. 3, 2018	June 30, 2018	June 29, 2018	impressive	very satisfactory	
7	T7: Attends BOR/UADCO meetings per request by the President	100%	Jan. 3, 2018	June 30, 2018	June 30, 2018	impressive	very satisfactory	
8	T8: Attends meetings of BAC, NAPB, PMT, AdPA, VSU Admin. Scholarship and VSU Housing Com. as member	500	Jan. 3, 2018	June 30, 2018	June 25, 2018	very impressive	Outstanding	
9	T9: Files appeals/ memorandum within the time frame whenever applicable	200	Jan. 3, 2018	June 30, 2018	June 27, 2018	very impressive	Outstanding	

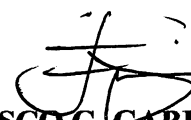


Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
10	T10: Prepares/reviews/ notarizes MOAs, contracts and other legal documents within 2 days from receipt	100	Jan. 3, 2018	June 30, 2018	June 29, 2018	impressive	very satisfactory	
11	T11: Conducts lectures/ seminars to Faculty, Staff and Students including VSU external campuses	3	Jan. 3, 2018	June 30, 2018	March 9, 2018	impressive	very satisfactory	
12	T12: Acts as resource person over Radio Station DYDC, Visca, Baybay City, Leyte	3	Jan. 3, 2018	June 30, 2018	May 28, 2018	impressive	very satisfactory	
13	T13: Settles complaints against VSU squatters within 30 days	1	Jan. 3, 2018	June 30, 2018	June 30, 2018	impressive	very satisfactory	
14	T14: Verifies/follow up application for special patent	2	Jan. 3, 2018	June 30, 2018	June 30, 2018	impressive	very satisfactory	
15	T15: Sends communications to department/unit heads concerned to verify what actions done on the complaint/comments	2	Jan. 3, 2018	June 30, 2018	June 30, 2018			

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

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

Prepared by:



**FRANCISCO G. GABUNADA JR.**

Immediate Supervisor



EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RYSAN C. GUINOCOR  
Performance Rating: Outstanding

Aim: Obtain post-graduate degree

Proposed Interventions to Improve Performance:

Date: \_\_\_\_\_ Target Date: December 2018

First Step: Continue enrolling in post-graduate studies (Master of Arts in Public Management and Development)

Result: Earned credits leading to Master of Arts in Public Management and Development

Date: \_\_\_\_\_ Target Date: December 2019

Next Step: Continue pursuing Master of Arts in Public Management and Development

Outcome: Obtain post-graduate degree and knowledge which can be used to improve exercise of function.

Final Step/Recommendation:


Pursue Master of Arts in Public Management and Development

Prepared by:



PROF. FRANCISCO G. GABUNADA  
Unit Head

Conforme:

  
RYSAN C. GUINOCOR  
Ratee