



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: RYSAN C. GUINOCOR

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.89	70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
<b>TOTAL NUMERICAL RATING</b>			4.92

TOTAL NUMERICAL RATING: 4.92

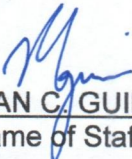
Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING 4.92

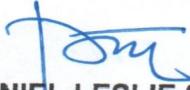
ADJECTIVAL RATING: OUTSTANDING

Prepared by:

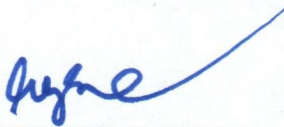
  
RYSAN C. GUINOCOR  
Name of Staff

ODAS  $\frac{1}{3}$  GSO  $- 4.92 \times 50\% = 2.46$   
Legal  $\frac{1}{3}$  DPO  $- 4.98 \times 50\% = 2.49$   
4.95

Recommending Approval:

  
DANIEL LESLIE S. TAN  
Vice President for Administration and Finance

Approved:

  
EDGARDO E. TULIN  
President



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: RYSAN C. GUINOCOR

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per OPCR (ODAS)	4.87	80%	3.90
2. Numerical Rating per OPCR (GSO)	4.11	20%	0.82
<b>TOTAL NUMERICAL RATING</b>			<b>4.72</b>

TOTAL NUMERICAL RATING: 4.72


Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING 4.72

ADJECTIVAL RATING: OUTSTANDING


Prepared by:

  
RYSAN C. GUINOCOR  
Name of Staff

Recommending Approval:

  
DANIEL LESLIE S. TAN  
Vice President for Administration and Finance

Approved:

  
EDGARDO E. TULIN  
President



### INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **RYSAN C. GUINOCOR**, Director, Office of the Director for Administration and Services and OIC-Head General Services Office commits to deliver and agree to rated on the attainment of the following accomplishments in accordance with the indicated measures for the following targets in accordance with the indicated measure period July 1, 2022-December 31, 2022

**RYSAN C. GUINOCOR  
RATEE**

Approved:   
**DANIEL LESLIE S. TAN**  
VP for Admin. & Finance


MFOs/PAPs	Success Indicator	Tasks Assigned	Target January-December 2022	Accomplishment		Rating				Remarks
				Actual Accomplishment	Percentage	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
OFFICE OF THE DIRECTOR FOR ADMINISTRATIVE SERVICES										
UMFO 5: SUPPORT TO OPERATIONS										
OVPAF MFO1: ISO aligned management and administrative support services										
ODAS MFO 1: ISO 9001:2015 aligned documents and compliant processes										
PI. 1 Performance rating	A1. Percentage of clients served rated the services received at least very satisfactory or higher	95% of clients rated services as very satisfactory or higher	95%	95% of clients rated services as very satisfactory or higher		5	5	5	5	
PI.2 Reports preparation and submission	A2. Number of Reports prepared and submitted	Prepare and submit reports to different offices and other regulatory bodies	5	8		5	5	5	5	
OVPAF MFO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS										
ODAS MFO3: ARTA ALIGNED FRONTLINE SERVICES										
PI. 3 Efficient & customer friendly frontline service implementing the new norm	A3: Efficient & customer friendly frontline service	Entertains clients needs promptly, efficiently and effectively	Zero percent complaint from clients served	Zero percent complaint from clients served		5	5	5	5	
OVPAF MFO4 : INNOVATIONS & BEST PRACTICES										
ODAS MFO 4: Innovations & new Best Practices Development Services										
PI. 4. No. of innovations introduced and implemented	A4. Innovations introduced and implemented to improve operations and quality of services	Initiates and introduces innovation to improve operations and quality of service to clients	1	2		5	5	4	4.67	
UMFO 6: General Administration Support Service										
OVPAF MFO 2: Administrative and support services Management										
ODAS MFO 6: Administrative and support services Management										




PI. 5 Office, Staff Management and maintenance	A5.No. of staff monitored, evaluated. Coached, and supervised for effective and efficient office management	Coaches , supervises and evaluates the work performance of staffs under ODAS	5	6		5	5	5	5	
	A6.Number of ManCom facilitated	Conduct monthly meeting with the Heads under ODAS	12	6		5	5	5	5	
	A7.No of meetings/seminars called by higher authorities attended	Attends to meetings/seminars called by higher authorities	10	70		5	5	5	5	
PI. 6 Number of administrative services and financial/ administrative documents acted within time frame	A8: Processed financial and personnel related documents	Reviews legality of documents and signs if already in order	1,500 documents	3,427		5	5	5	5	
	A9: Clients seeking consultation services served and satisfied	Entertains clients for consultation services	10 clients' consultation	12		5	5	5	5	
		Provides direction and supervision of units under the office and directly supervises subordinates	6 offices 7 staff	6		5	5	5	5	
PI. 7. No. of committee assigned performed	A11. Committee functions and assignment performed	Performes functions, attends or sends representatives meetings of the Committees and prepares proposals as required for deliberation	15	15		5	5	5	5	
<b>OFFICE OF THE HEAD FOR GENERAL SERVICES</b>										
<b>UMFO 5: SUPPORT TO OPERATIONS</b>										
<b>OVPAF MFO1: ISO aligned management and administrative support services</b>										
<b>ODAS MFO 1: ISO 9001:2015 aligned documents and compliant processes</b>										
<b>GSO MFO 1: ISO 9001:2015 aligned documents and compliant processes</b>										
	A1. Percentage of clients served rated the services received at least very satisfactory or higher	95% of clients rated services as very satisfactory or higher	95%	95% of clients rated services as very satisfactory or higher		5	5	5	5	
<b>OVPAF MFO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS</b>										
<b>ODAS MFO3: ARTA ALIGNED FRONTLINE SERVICES</b>										
<b>GSO MFO3: ARTA ALIGNED FRONTLINE SERVICES</b>										
PI. 1 Efficient & customer friendly frontline service implementing the new norm	A2: Efficient & customer friendly frontline service	Entertains clients needs promptly, efficiently and effectively	Zero percent complaint from clients served	Zero percent complaint from clients served		5	5	5	5	

PI.2 Number of quality procedures revised/updated	A3. Approved quality procedure of the office	Prepares quality procedure of the office	1	0		0	0	0	0	Under review of the VP, Admin & Finance
<b>OVPAP MFO4 : INNOVATIONS &amp; BEST PRACTICES</b>										
ODAS MFO 4: Innovations & new Best Practices Development Services										
PI. 3 No. of innovations introduced and implemented	A4. Innovations introduced and implemented to improve operations and quality of services	Initiates and introduces innovation to improve operations and quality of service to clients	1	2		5	5	5	5	
	A5. Number of draft operational plan	Draft operational plan	1	0		0	0	0	0	
<b>UMFO 6:General Administrative and Support Services</b>										
<b>OVPAP MFO 1: ARTA Aligned Compliance And Reporting Requirements</b>										
<b>GSO MFO1: Administrative and Support Services Management</b>										
PI. 4 Office, Staff Management and maintenance	A6.Monthly meetings with the Utility/Messenger	Conduct monthly meetings with the Utility/messenger	10 monthly reports/minutes 10 meetings	8		5	4	4	5	
	A7. All utility/messenger under the unit and all staff supervised, led and directed to ensure attainment of mandated functions and targeted outputs attained	Provides directions and supervision to all units under the office and directly supervises subordinates	60	64		5	5	5	5	
Total Over-all Rating										
Average Rating :										
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING										
ADJECTIVAL RATING										

Evaluated & Rated by:

  
**DANIEL LESLIE S. TAN**  
 VP for Admin. & Finance  
 Date: JAN 20 2023

Approved by:

  
**DANIEL LESLIE S. TAN**  
 VP for Admin. & Finance  
 Date: JAN 20 2023

Comments & Recommendations for Development Purposes:



# TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JULY	AUGUST	SEPT.	OCTOBER	NOV.	DEC.	
ODAS MFO I. Aligned documents and compliant process										
ODAS PI.1 Performance rating	A1. Percentage of clients served rated the services received at least very satisfactory or higher	R.C. Guinocor A.B. Besavilla	July-Dec	100%	100%	100%	100%	100%	100%	
PI.2 Reports preparation and submission	A2. Number of Reports prepared and submitted	R.C. Guinocor A.B. Besavilla	July-Dec	1	1	1	1	1	1	
PI. 3. Efficient & customer friendly frontline service implementing the new norm	A3. Efficient & customer friendly frontline service	R.C. Guinocor A.B. Besavilla	July-Dec	No complaint	No complaint	No complaint	No complaint	No complaint	No complaint	
PI. 4 No. of innovations introduced and implemented	A4. Innovations introduced and implemented to improve operations and quality of services	R.C. Guinocor A.B. Besavilla	July-Dec	0	0	0	0	1	1	
PI. 5 Office, Staff management and	A5. No. of staff monitored, evaluated,	R.C. Guinocor A.B. Besavilla	July-Dec	1	1	1	1	1	1	

maintenance	coached, and supervised for effective and efficient office management									
	A6. Number of Mancom facilitated	R.C. Guinocor A.B. Besavilla	July-Dec	1	1	1	1	1	1	
	A7. No. of meetings/seminars called by higher authorities attended	R.C. Guinocor A.B. Besavilla	July-Dec	1	1	2	2	2	2	
Pl. 6 No. of administrative services and financial/ administrative documents acted within time frame	A8. Processed financial and personnel related documents	R.C. Guinocor A.B. Besavilla	July-Dec	571.16	571.16	571.16	571.16	571.16	571.16	
	A9. Clients seeking consultation services served and satisfied	R.C. Guinocor A.B. Besavilla	July-Dec	1	1	2	2	2	2	
	A10. Provides direction and supervision of units under the office and directly supervises subordinates	R.C. Guinocor A.B. Besavilla	July-Dec	1	1	1	1	1	1	
Pl. 7. No. of committee assigned	A11. Committee functions and assignment	R.C. Guinocor A.B. Besavilla	July-Dec	2	2	2	3	3	3	




performed	performed									
GSO MFO I. ISO 9001:2015 aligned documents and compliant processes										
GSO PI.1 Performance rating	A1. Percentage of clients served rated the services received at least very satisfactory or higher	R.C. Guinocor A.B. Veruen	July-Dec	100%	100%	100%	100%	100%	100%	
PI. 2. Efficient & customer friendly frontline service implementing the new norm	A2. Efficient & costumer friendly frontline service	R.C. Guinocor A.B. Veruen	July-Dec	No complaint	No complaint	No complaint	No complaint	No complaint	No complaint	
PI. 3. Number of quality procedures revised/updated	A3. Approved quality procedure of the office	R.C. Guinocor A.B. Veruen	July-Dec	0	0	0	0	0	0	Under review of the VP Admin & Finance
PI. 4. No. of innovations introduced and implemented	A4. Innovations introduced and implemented to improved operations and quality of services	R.C. Guinocor A.B. Veruen	July-Dec	0	0	0	0	1	1	
	A5. Number of draft operational plan	R.C. Guinocor A.B. Veruen	July-Dec	0	0	0	0	0	0	
PI. 5. Office, Staff management and maintenance	A6. Monthly meetings with the utility/messenger	R.C. Guinocor A.B. Veruen	July-Dec	0	0	4	0	4	0	
	A7. All	R.C. Guinocor A.B. Veruen	July-Dec	0	0	0	0	64	0	



	utility/Messenger under the unit and all staff supervised, led and directed to ensure attainment of mandated functions and targeted outputs attained									
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Prepared by:

  
**RYSAN C. GUINOCOR**  
Unit Head

## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
✓	3rd	
✓	4th	

Name of Office: ODAS and GSD

Head of Office: Atty. RYSAN C. GUINOCOR

Number of Personnel: 3

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		✓  OVPAF Directors Quarterly Meeting			
Coaching		✓  OVPAF Directors Quarterly Meeting			

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

Conducted by:

DANIEL LESLIE S. TAN

Immediate Supervisor

Noted by:

Dr. EDGARDO E. TULIN

Next Higher Supervisor





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2022

Name of Staff: **RYSAN C. GUINOCOR**

Position: **Chief Administrative Officer**

**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						



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		5				

Overall recommendation :

Pursue advance studies



**DANIEL LESLIE S. TAN**  
Head of Office

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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**FM-HRM-26**  
V0 11-12-2021

No. 2023-01



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RYSAN C. GUINOCOR

Performance Rating: July-December 2022

Aim: Obtain post-graduate degree

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

First Step:

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

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

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


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:

Prepared by:

  
DANIEL LESLIE S. TAN  
Immediate Supervisor

Conforme:

  
RYSAN C. GUINOCOR  
Name of Ratee Faculty/Staff