



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **PASILABAN, NOE A.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
29. Numerical Rating per IPCR	4.67	70%	3.27
30. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.4
TOTAL NUMERICAL RATING			4.67

TOTAL NUMERICAL RATING: 4.67

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.67

FINAL NUMERICAL RATING 4.67

ADJECTIVAL RATING: 0

Prepared by:

NOE A. PASILABAN
Name of Staff

Reviewed by:

JULIUS V. ABELA
Head, UDRRMSSO

Recommending Approval:

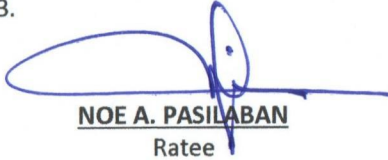
DANIEL LESLIE S. TAN
Vice President for Admin & Finance

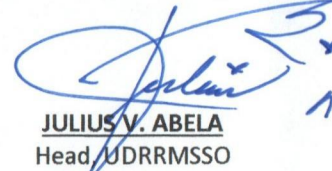
Approved:

DANIEL LESLIE S. TAN
Chairman, PMT

"Exhibit B"

I, NOE A. PASILABAN of the University Disaster Risk-Reduction & Management, Safety & Security Office accomplished the following targets for the period January-June 2023.


NOE A. PASILABAN
Ratee


JULIUS V. ABELA
Head, UDRRMSSO

MFO / PAPS	Program/Activities/ Projects	Tasks Assigned	ACCOMPLISHMENT		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 1. Conduct Investigation on reported incidents									
PI 1. Investigate all reported incidents	Security Assistance	Responded to all incidents reported inside the campus. Take blotter report, make incident report for information purposes.	100%	100%	5	5	4	4.7	Recorded in the blotted logbook and reported to the supervisors for proper action
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%	100%	5	5	4	4.7	Responded all calls and emergency that needs assistance inside the campus
PI 3. Number of University events provided with security assistance	Security Assistance	Provision of security and safety assistance to every University events	6	3	5	5	4	4.7	CVM and CoEd Pinning Ceremony, VSU Anniversary, VSUIHS camping and etc.

[illegible]

MFO / PAPS	Program/Activities/ Projects	Tasks Assigned	ACCOMPLISHMENT		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
PI 1. DRRM programs/ trainings conducted in the campus in preparation to calamities/disaster	Facilitated trainings within the campus	Awareness for faculty, staff, and students for disaster preparedness	2	1	5	5	4	4.7	Facilitated the conduct of the fire and earthquake drill at quadrant 2 & 4
TOTAL OVER-ALL RATING								28.00	

Average Rating(Total Overall rating divided by 6)		4.67
Additional Points:		
Approved additional points(with copy of approval)	xx	
FINAL RATING		4.67
ADJECTIVAL RATING		O

Comments & Recommendations for Development Purpose:

Recommended to attend security and DRRM related trainings

Evaluated & Rated by:

JULIUS V. ABELA
Dept./Office Head
Date:

Approved by:

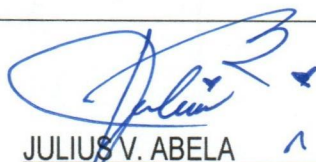
DANIEL LESLIE S. TAN
Vice Pres. For Admin & Finance
Date:

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



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	4.67				

Overall recommendation :



JULIUS V. ABELA
Printed Name and Signature
Head, UDRRMSSO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: PASILABAN, NOE A.
Performance Rating: O

Aim: To gain more knowledge, enhance/developed skills and be resilient to any kind of incidents and/or disaster.

Proposed Interventions to Improve Performance:

Date: Jan 2023

Target Date: June 2023

First Step: Facilitate fire and earthquake drill to be conducted in each quadrant for the awareness of faculty, staff, and students inside the vicinity of the University.

Result: As emergency responder, they will always be ready to quickly respond to any incident/ disaster inside the campus

Date: July 2023

Target Date: December 2023

Next Step: To attend security or DRRM related seminars and workshops

Outcome: Can be applied in their field of work for the security and safety of the campus and its constituents

Final Step/Recommendation:

To exceed the current performance to be an effective and efficient security guard and emergency responder.

Prepared by:


JULIUS V. ABELA
Head, UDRRMSSO

Conforme:


NOE A. PASILABAN
Name of Ratee Faculty/Staff