



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

**Annex P**

Name of Administrative Staff: **OCAÑADA, JEMUEL A.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
33. Numerical Rating per IPCR	4.71	70%	3.30
34. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
<b>TOTAL NUMERICAL RATING</b>			<b>4.75</b>

TOTAL NUMERICAL RATING: 4.75

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.75

FINAL NUMERICAL RATING 4.75

ADJECTIVAL RATING: 0

Prepared by:

JEMUEL A. OCAÑADA  
Name of Staff

Reviewed by:

JULIUS V. ABELA  
Head, OUDRRM

Recommending Approval:

DANIEL LESLIE S. TAN  
Vice President for Admin & Finance

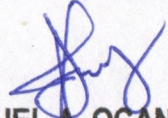
Approved:


DANIEL LESLIE S. TAN  
Chairman, PMT



**"Exhibit B"**

I, **JEMUEL A. OCAÑADA**, of the Office of University Disasted and Risk-Reduction Management accomplished the following targets for the period July-December 2022.

  
**JEMUEL A. OCANADA**  
Ratee

  
Approved **JULIUS V. ABELA**  
Head, OUDRRM

MFO / PAPS	Program/Activities/ Projects	Tasks Assigned	ACCOMPLISHMENT		Rating				Remarks
			Target	Actual	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 6 General Administration and Support Services (GASS)									
VPAF MFO 7: Security Services and Management Office									
Security Services Management MFOs:									
MFO 5. Administrative and Support Services Management									
PI 1. Efficient office management and maintenance	Efficient and customer friendly frontline services	Entertain clients and serve them properly, efficiently, and effectively	100% No complaint	100%	5	5	5	5.00	Maintain zero complaint
PI 2. Number of VSU major events coordinated and facilitated	Office coordination	Preparation of pertinent documents	2	2	5	5	5	5.00	Coordinated with offices for the conduct of the seminar



MFO / PAPS	Program/Activities/ Projects	Tasks Assigned	ACCOMPLISHMENT		Rating				Remarks
			Target	Actual	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>PI.5. Financial and personnel related documents drafted and submitted</b>	Office clerical works	Prepares, received incoming/outgoing documents	40	50	5	5	4	<b>4.67</b>	Prepares voucher, payrolls, reimbursement, and communication letter request
<b>PI 6. Number of Guard Detail printed and filed</b>	Office coordination	Preparation of duty detail	23	23	5	5	4	<b>4.67</b>	Printed DDO for signature and office file for submission of MDR
<b>P1 7. Number of RIS PPMP and PR requested</b>	Office clerical works	Prepares PR's,RIS,PPMP	14	15	5	5	4	<b>4.67</b>	Prepares and submitted RIS, PPMP and PR for office supplies and equipment
<b>P1 9. COVID-19 Pandemic</b>	1. Observe social distancing, 2. washing of hands/sanitizing 3. wearing of face masks all the time		2	3	5	5	4	<b>4.67</b>	Implementation of IATF protocols for security measures against COVID
<b>P1 10. Number of incident reports filed</b>	Office clerical works	Encoded incident reports at at the blotter logbook	30	39	5	4	4	<b>4.33</b>	Encoded Incident reported by Security and written in the blotted logbook
<b>Best practices/new initiatives</b>									
<b>1. Other UDRRM services rendered</b>	Providing Assitance	Photocopying and printing services for students and making of VSU househelpers ID	10	17	5	5	4	<b>4.67</b>	Entertain and assist students and make ID's of househelper for security purposes
<b>Total over-all Rating</b>								<b>4.71</b>	

Average Rating(Total Overall rating divided by 8)		<b>4.71</b>
Additional Points:		

Comments & Recommendations for Development Purpose:



MFO / PAPS	Program/Activities/ Projects	Tasks Assigned	ACCOMPLISHMENT		Rating				Remarks
			Target	Actual	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Approved additional points(with copy of approval)	xx								Attend administrative trainings/workshops
FINAL RATING		4.71							
ADJECTIVAL RATING		0							

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2022

Name of Staff: Jemuel A. Ocañada

Position: Security Guard II

**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		4-83				

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		24				
Average Score						

Overall recommendation :

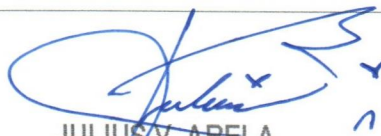
  
**JULIUS V. ABELA**  
 Printed Name and Signature  
 Head of Office



Exhibit L

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: OCAÑADA, JEMUEL A.  
Performance Rating: O

Aim: To enhance skills and improve performance

Proposed Interventions to Improve Performance:

Date: July 2022

Target Date: September 2022

First Step: Attend in-house trainings/ webinars and other Administrative Staff seminars

Result:

Date: October 2022

Target Date: December 2022


Next Step: Attend/Facilitate DRRM training/workshops

Outcome:

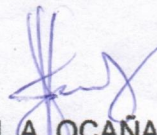
Final Step/Recommendation:

Maintain productivity, efficiency and work ethics.

Prepared by:

  
JULIUS V. ABELA  
Head, OUDRRM

Conforme:

  
JEMUEL A. OCAÑADA  
Name of Ratee Faculty/Staff