


COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: GUMAOD, CELSO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical rating per IPCR	4.19	70%	2.93
2. Supervisors/Head's assessment of His contribution towards Attainment of office accomplishments	4.82	30%	1.45
TOTAL NUMERICAL RATING			4.38

TOTAL NUMERICAL RATING: 4.38  
Add: Additional Approved Points, if any:  
TOTAL NUMERIAL RATING: 4.38  
  
ADJECTIVAL RATING: VS

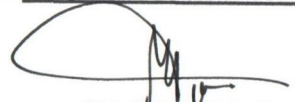
Prepared by:   
**CELSON GUMAOD**  
Name of Staff

Reviewed by:   
**REMBERTO A. PATINDOL**  
VP for Admin. & Finance

Approved:   
**REMBERTO A. PATINDOL**  
Chairman, PMT

**"Exhibit B"**

I, **CELSO GUMAOD**, of the SECURITY SERVICES 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 **July 1 to December 31, 2019**.

  
**CELSO GUMAOD**  
Ratee

  
**REMBERTO A. PATINDOL**  
Vice Pres. for Admin & Finance

MFO / PAPS	Program/Activities/ Projects	Tasks Assigned	ACCOMPLISHMENT		Percentage	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 Management Office										
Security Services Management MFOs:										
MFO 1. Conduct Investigation on reported incidents										
PI 1. Number of all reported incidents had been investigated	Investigation of reported incidents	Supervision/ Monitor of reported incidents	100%	40	100%	4	4	4	4.33	Recorded on the SSO blotter and some at PNP
PI 2. Number of reported incidents submitted to higher office for legal action	Submission of reported incidents to higher office	Review/ Approved of reported incidents	100%	40	100%	4	4	4	4.33	For information of higher offices and legal action and some amicably settled by this office
MFO 2. Accomplishment reporting										
PI 1. Number of weekly incidents reported	Weekly incident reporting	Review/ Approved of weekly incidents report	100%	6	100%	4	4	4	4.00	Records purposes
PI 2. Number of annual accomplishment report	Annual accomplishment reporting	Drafting/ Finalizing	1	1	100%	4.0	4.0	4.0	4.00	




[illegible]

MFO / PAPS	Program/Activities/ Projects	Tasks Assigned	ACCOMPLISHMENT		Percentage	Rating				Remarks
			Target	Actual		Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	


Average Rating(Total Overall rating divided by 8)		<b>4.19</b>
Additional Points:		
Approved additional points(with copy of approval)	<b>XX</b>	
<b>FINAL RATING</b>		<i>4.19</i>
<b>ADJECTIVAL RATING</b>		<b>VS</b>

Comments & Recommendations for Development Purpose:
<i>Improved personnel monitoring skills and coaching</i>

Evaluated & Rated by:

  
REMBERTO A. PATINDOL  
Vice Pres. for Admin & Finance  
Date: \_\_\_\_\_

Approved by:

  
REMBERTO A. PATINDOL  
Vice Pres. for Admin & Finance  
Date: \_\_\_\_\_

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

## PERFORMANCE MONITORING FORM

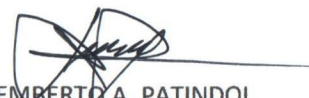
Name of Employee: **CELSO GUMAOD**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplished	Actual Date of Accomplishment	Quality of Output	Over-all assessment of output**	Remarks Recommendation
1	Preparation and submission of monthly report	6	01 July 2019	31 Dec. 2019	03 July 2019	VS	Very Satisfactory	
2	Conducts briefing and inspection of uniforms to all security guards in the main campus	6	01 July 2019	31 Dec. 2019	13 June 2019	VS	Very Satisfactory	
3	Plan and implement Fire and Response Training	1	Dec. 2019	Dec. 06 2019	Dec. 06 2019	VS	Very Satisfactory	
4	Preparation and submission of office Annual Report	1	15 December 2019	30 December 2019	03 January 2020	VS	Very Satisfactory	

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

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

Prepared by:



REMBERTO A. PATINDOL  
VP for Admin. & Finance



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1 2019 to December 31, 2019

Name of Staff: **GUMAOD, CELSO**

Position: Head-Security Services Office

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		58				

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		4.82				

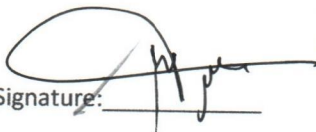
Overall recommendation : \_\_\_\_\_

  
REMBERTO A. PATINDOL, Jr.  
Vice President for Admin. & Finance



PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office SECURITY SERVICES OFFICE  
Head of Office: REMBERTO A. PATINDOL  
Name of Staff: GUMAOD, CELSO

Signature: 

	1st
	2nd
	3rd
	4th

Date:

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	The OVPAF conducted on the spot follow-up observations of field guards on different AOR operations. Perfomance of the office admin staff were also reviewed and monitored based on their assigned tasks.	Attendance and participation of the head and admin staff in different activities conductec by the office and university were all attended.	President Memo on the different university event/celebratio ns.	LOI and verbal instructions of the Universtity President and OVPAF	Instructions were given and encouragement to do much better.
Coaching	The SG were informed of the outcome of the celebration especially concerning draw-backs on their assigned tasks. -- Advices were given to the concerned SG's. Security guards attended a command conference to iron out the preparations for the forthcoming of VSU events.	Negative fade backs from the superiors and concerned individuals were discussed in the office meeting. All SG's under gone practical exercises on the proper turning of the service firearms.			Staff concerned were given encouragement to do much better the next time a big event happened.

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

Conducted by:   
REMBERTO A. PATINDOL  
Vice President of Admin. & Finance

Noted by:   
EDGARDO E. TULIN  
President



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CELSO GUMAOD

Performance Rating:

Aim: To improve performance

Proposed Interventions to Improve Performance:

Date: January 01, 2019

Target Date: End of March 2019

First Step:

Discussion on how to arrange the security guards detail within the area of responsibilities (AOR) considering shortage of personnel

Result:

The whole campus was being manned despite of man-hour shortage

Date: April 01, 2019

Target Date: End of June 2019

Next Step:

Organize intelligence network under the supervision of the security office

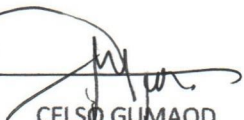
Outcome:

Dynamic office ready to respond crime related incident in the campus

Final Step Recommendation:

Make a proposal to increase the number of security guards

Conforme:

  
CELSD GUMAOD  
Name of Ratee Staff

Prepared by:

  
REMBERTO A. PATINDOL  
VP for Admin. & Finance