



Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: odhard@vsu.edu.ph Website: www.vsu.edu.ph

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

ELORCHA, ALEX O.

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.65	70%	3.26
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	ssment 4.87 30% ds		1.46
		4.72		

TOTA	AL NUMER	ICAL RAT	ING:	
Add.	Additional	Annroyed	Pointe	if on

4.72

TOTAL NUMERICAL RATING:

4.72

FINAL NUMERICAL RATING

4.72

ADJECTIVAL RATING:

0

Prepared by:

None of Stoff

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, ALEX O. ELORCHA, of the Office of University Disasted and Risk-Reduction Management accomplished the following targets for the period July-

December 2021.

ALEX O. ELORCHA

Ratee

JULIUS V. ABELA

Head, OUDRRM

MFO / PAPS	Program/Activities/	Tasks Assigned	ACCOMPLISHMENT		Ratin		ting		
	Projects	Tasks Assigned	Target Actual		Q ¹	E ²	E^2 T^3		Remarks
UMFO 6 General Administration and Support Services (GASS)					patholiciae in annical agu				
VPAF MFO 7: Security Services and Management Office					policinarily dama thyrocone d bin hid g ₂₀₀₀	AMMAN Lase are processed as a first as a second			
Security Services Management MFOs:				THE RESERVE OF THE PROPERTY OF	Military of the state of the st		-		
MFO 3. Safety management					and other states of the state of the states	-	-	-	
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%	5	5	4	4.67	Responded all incident within VSU perimeter
MFO 4. Maintain Peace and Order			MANUAL PROCESS AND						
PI 2. Number of hours in the Campus properly roved	Campus roving	Observed area of responsibility (AOR)	696 hrs	960 hrs	5	5	5	5	Patrolling for security and safet of the campus

MFO / PAPS	Program/Activities/	Tasks Assigned	ACCOMPLISHMENT		Rating				
	Projects	l asks Assigned	Target Actual		Q ¹	F ² T ³		A ⁴	Remarks
PI. 4. Number of orders/directives from higher office implemented	Orders/directives compliance/implementation on different memorandum circulars issued by OP .	Apprehend/reprimand violators on vandalism; Picking fruits, flowers, plants, etc. on campus without permission; Public disturbance; Trespassing; Littering; Intrusion VSU prroperties; No smoking policy; Improper disposal of solid waste; Curfew policy; and COVID-19 health protocols	95%	95%	Wal Q ¹ E ² T ³ A ⁴ Implement directived and regulation of the temperature of the control	Implemented a directived, rules and regulations from the top management			
MFO 5. Administrative and Support Services Management			NU OPPORTUNISTI SPESSOR NA PROPENSIONAL ASSESSOR NA PROPENSIONAL ASSESS		MANO pila usuki gasuta pilauri kasan	***************************************			
Pl. 4. Thermal Scanning of staff and personnel coming inside he campus	COVID-19 health protocols	Continuous thermal scanning of all personnel, visitors and clients who will enter the campus	90%	90%	5	5	5	5	Health Protoco
Pl. 5. Tire disinfection of all the vehicle who are from outside /SU that will enter the campus	COVID-19 health protocols	Continuous tire disinfection of all outside VSU vehicles who will enter the campus	90%	90%	5	5	5	5	Health Protocol
OTAL OVER-ALL RATING			ANTONIO DE MINISTERIO DE MINISTERIO DE PROPRETE DE LA SE	AND THE RESIDENCE OF THE PERSON NAMED IN COLUMN 1			-	24.33	

ADJECTIVAL RATING		0
FINAL RATING		4.87
Approved additional points(with copy of approval)	xx	
Additional Points:		
rating divided by 5)		4.87
Average Rating(Total Overall		

Comments & Recommendations for Development Purpose:

Renew Security License and attend relevant DRRM and security safety trainings for learning and development.

Evaluated & Rated by:

JULIUS . ABELA

Dept/Office Head

Approved by:

DANEL LESLIE S. TAN
Vice Pres. For Admin & Finance

Date:

PERFORMANCE MONITORING FORM

Name of Employee: ALEX O. ELORCHA

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	Manning fixed post	Effectively efficiently manning of fixed post as per SOP and	Refers to their monthly Duty Detail Report	End of weekly Guard Detail Order	01 July 2021 – 31 December 2021	0	Outstanding	Attend DRRM trainings and renew security license
2	Campus Roving	AOR properly observed	Refers to their monthly Duty Detail Report	End of weekly Guard Detail Order	01 July 2021 – 31 December 2021	0	Outstanding	Attend DRRM trainings and renew security license
3	Thermal Scanning and/or QR Code Scanning * Fither years increases:	Checking all individuals that enters the campus	Year 2020-2021	Continuous	Year 2021	0	Outstanding	

^{*} Either very impressive, impressive, needs improvement, poor, very poor ** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

JULIUS X. ABELA





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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 2021 to December 2021

Name of Staff: ALEX O. ELORCHA Position: SECURITY GUARD III

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. Engine

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)		(Sca	le	
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
0.	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
1.	Accepts objective criticisms and opens to suggestions and innovations for	(5)	4	3	2	1

	improvement of his work accomplishment				T	T
12.	Willing to be trained and developed	(5)	4	3	2	+
	Score			1		
B. L	eadership & Management (For supervisors only to be rated by higher supervisor)		5	Scal	e	
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	-
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	8	31			
	Average Score	C)5	3	0/0	

Overall recommendation

: Keep up the good work.

4.76

JULIUS V. ABELA
Printed Name and Signature
Head, OUDRRM

EMPLOYEE DEVELOPMENT PLAN

Name of Employee:	ELORCHA,	ALEX	0.
Danfarman Datin			

Performance Rating: O

Aim: To improve performance

Proposed Interventions to Improve Performance:

Date: July 01, 2021

Target Date: End of September 2021

First Step: Review 11 General Orders and Code of Ethics of being a security guard and attend refresher course security trainings.

Result: To be more effective and efficient during their tour of duty, renew licenses and gain new knowledge about safeguarding / security and safety measures

Date: October 01, 2021 Target Date: End of December 2021

Next Step: Attend DRRM training program

Outcome: <u>Preparedness in times of calamity or disaster and be eligible as part of the qualification of being a security guard</u>

Final Step/Recommendation:

Attend trainings on how to make detailed blotter report and continue participate on DRRM training programs and security trainings.

Prepared by:

Head, OUDRRM

Conforme:

Name of Ratee Faculty/Staff