COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Staff: GREGORIO C. CANO,JR.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical rating per IPCR	4.33	70%	3.03
Supervisors/Head's assessment of His contribution towards Attainment of office accomplishments	4.13	30%	1.24
	TOTAL N	JMERICAL RATING	4.27

TOTAL NUMERICAL RATING:

4.27

Add: Additional Approved Points, if any:

TOTAL NUMERIAL RATING:

4.27

ADJECTIVAL RATING:

VS

Prepared by

Reviewed by:

GREGORIO C. CANO, JR Name of Staff

CELSO GUMAOD Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL

Chairman, PMT

Approved:

President

"Exhibit B"

I,GREGORIO C. CANO, JR, of the <u>SECURITY SERVICES AND MANAGEMENT OFFICE</u> commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>January 1 to June 30, 2018.</u>

GREGORIO C\ CANO, JR.

Ratee

CELSO GUMAOD

Head, Security Office

	Program/Activities/		ACCOMPLISHMENT Rating							
MFO / PAPS	Projects	Tasks Assigned	Target	Target Actual Percentage	Q ¹	E ²	T ³	A ⁴	Remarks	
UMFO 6 General Administration and Support Services (GASS)		,								
VPAF MFO 7: Security Services and Management Office										
Security Services Management MFOs:										
MFO 3. Public Safety										
PI. 1. Number of hours implementation of road traffic safety during rush hour	Traffic safety	Guide pedestrian and assist students, Faculty and Staff in crossing highway	22	38	172%	5	4	5	4.6667	
MFO 4. Maintain Peace and Order										and the second s

Checking in/out all motorized vehicle, Entering on the blotter all report incidents, Checked and assist all visitors. Checked/reprimand unlicense motorcycle driver, Received packages/money/letters and Manning fixed Post facilitate the owners to widraw. Post 1.2. Records trip ticket of VSU PI 1. Number of hours fixed post 5 5 4.6667 Administration 400 800 200% vehicles, Checking being manned **Building and Market** student, faculty and Staff ID's, area) Monitor in/out of Staff, Opening and closing of market gate including PCC and Holy spirit gate and Inspection of all stalls after closing time. Observed area of responsibility PI 2. Number of hours in the 18 4 Campus roving 34 194% (AOR) Campus properly roved Apprehend/reprimand violators on vandalism; Picking fruits, Orders/directives flowers, plants, etc. on campus compliance/implement without permission; Public PI. 3. Number of orders/directives ation on different disturbance; Trespassing; 8 100% 8 from higher office implemented memorandum circulars Littering; Intrusion VSU prroperties; No smoking policy; issued by OP. Improper disposal of solid waste; and Curfew policy. 17.333 TOTAL OVER-ALL RATING

Average Rating(Total Overall rating divided by 4)		4.33
Additional Points:		
Approved additional points(with copy of approval)	хх	
FINAL RATING		4.33
ADJECTIVAL RATING		VS

Comments & Recommendations for Development Purpose:

Protect the interest of our unit and our clients Wo compromise and prejudice and be honest on your action, words and Thought.

Evaluated & Rated by:

CELSO GUMAOD
Dept/Office Head
Date:

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Approved by:

Vice Pres. For Admin & Finance
Date:

Instrument for Performance Effectiveness of Administrative Staff Rating Period: January 1 to June 30, 2018

Name of Staff: GREGORIO C. CANO, JR

Position: Security Guard-I

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)		,	Scal	е	
1.	Takes charge of the post and all government properties in view.	5	4	3	2	1
2.	Walks during his tour-of-duty in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.	5	4	3	2	1
3.	Reports all violation of orders he is instructed to enforce.	5	4	3	2	1
4.	Repeats all calls from posts more distant from the guard house where he is stationed.	5	4	3	2	1
5.	Quits his post only when properly relieved.	5	4	3	2	1
6.	Receives, obeys and passes on to the relieving guard all orders from the university heads, SSO head, security officer or shift supervisors.		4	3	2	1
7.	Talks to no one except in line of duty.	5	4	3	2	1
8.	Gives the alarm in case of fire or disorder.	5	4	3	2	1
9.	Calls the superior officer in any case not covered by instructions.	5	4	3	2	1
10.	Salutes all university officials, his superiors, ranking public officials and commissioned officers of the Armed Forces of the Philippines.	5	4	3	2	1
11.	Especially watchful at night, and during the time of challenging, challenges all persons near his post and allows no one to pass without proper authority.	5	4	3	2	1
12.	Wears his uniform, badge, patches and insignia in a proper manner, and neat in appearance as a symbol of public trust and confidence.	5	4	3	2	1
13.	Familiarizes himself diligently with the rules and regulations laid down by the university and that of the customers or clients.	5	4	3	2	1
14.	Learns at heart or memorizes and strictly observes the laws and regulations governing the use of firearms.	5	4	3	2	1
15.	Acts at all times with decorum and does not permit personal feelings; prejudices and undue friendship to influence his actuations in the performance of his official functions.		4	3	2	1
	Total Score	62	2/15	5=	4.	13

B. Leadership & Management (For supervisors only to be rated by higher supervisor)			Scale				
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		
: 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		
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		
· Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1		
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				4,	-		
Average Score				****			

Overali recommendation	
	- Ju
	CELSO GUMAOD
	Name of Head

PERFORMANCE MONITORING FORM

Name of Employee: <u>GREGORIO C. CANO, JR..</u>

Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommen- dation
Manning Fixed Post	Effective manning of fixed post as per SOP	Refer to weekly guard detail	End of weekly Guard Detail Order	June 30 2018	VS	VS	Observance Of 11 Gene- ral Order
Campus Roving	AOR properly observed.	Refer to weekly guard detail	End of weekly Guard Detail Order	June 30,2018	VS	VS	
	A-140-Waysan						
	Description Manning Fixed Post Campus	Description Manning Fixed Effective manning of fixed post as per SOP Campus AOR properly	Task Description Expected Output Manning Fixed Post Effective manning of fixed post as per SOP Campus Roving AOR properly cobserved. Refer to weekly guard detail	Task Description Expected Output Manning Fixed Post Campus Roving Accomplish Accomplish Refer to weekly guard detail Guard Detail Order Accomplish Accomplish Refer to weekly guard detail Guard Detail Order Refer to weekly guard Detail Order	Task Description Expected Output Manning Fixed Post Campus Roving Expected Output Expected Output Refer to weekly guard detail Guard Detail Order Accomplish Accomplish End of weekly Guard Detail Order End of weekly Guard Detail Order For End of weekly Guard Detail Guard Detail Guard Detail	Task Description Expected Output Accomplish Accomplish Output* Manning Fixed Post Fixed Post Campus AOR Properly Refer to weekly guard detail Campus Roving Accomplish End of weekly Guard Detail Order Find of weekly Guard Detail Order Fixed Post Guard Detail Output* Output* Output* Output*	Task Description Expected Output Manning Fixed Post Campus Roving Accomplish Accomplish Accomplish Expected Output Accomplish Accomplish Accomplish Accomplish Accomplish Coutput* Accomplish Accomplish Coutput* Accomplish Output* Solve US Output* Campus Aor properly Refer to weekly guard detail Order Find of weekly Guard Detail Order Find of weekly June 30,2018 VS VS VS VS VS VS Order Campus Guard Detail Order Output**

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

Prepared by:

CELSO GUMAOD Head, Security Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: SECURITY SERVICES OFFICE

Head of Office: CELSO GUMAOD

Name of Personnel: CANO JR, GREGORIO C. Sign

Signature: /

Date: 100 28, 2018

A add day		MECHA	NISM		
Activity Monitoring	Meetii One-on-One	ng Group	Memo	Others (Pls. specify)	Remarks
Monitoring	-The head of office and shift supervisor conducted on-the- spot follow-up observations and inspection of detailed SG in his AOR.	Participation of the SGs and admin staff meeting in the different activities conducted by the head of office.	President Memo on the different university event/celebrations.	LOI and verbal instructions of the University President and OVPAF.	Security guard concerned was informed of his assignments and properly monitored.
Coaching	The concerned SG was informed of the outcome of the previous office performance especially concerning drawbacks on their assigned tasks. -Advices were given to the concerned SG.	Security guards attended the command conference/ meetings to iron out what is best he can contribute the unit.	SSO memo., orders and LOI issued	Weekly duty detail order was issued to concerned SG.	Narrative instruction was given and encouragement to do much better.

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

Conducted by:

CELSO GUMAOD
Head, Security Office

Noted by:

REMBERTO A PATINDOL Vice Pres. for Admin & Finance

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Gregorio C.Cano, Jr. Performance Rating: 4.27
Aim: To improve performance
Proposed Interventions to Improve Performance:
Date:January 2018 Target Date: _End of March 2018
First Step:
Review the Eleven General Orders
Result: .
. More aware of their respective duties and responsibilities.
About the second
Date: April 2018 Target Date: End of June 2018
Next Step: Attendance of general meeting and special conference with regards to security
Operation.
Outcome: Can easily respond to any form of incident happened in the campus. Final Step/Recommendation: Attendance of security seminars/trainings.
Conforme: Celso Gumaod Head, Security Office

Gregorio C. Cano Jr. Name of Ratee/Staff