



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

**Annex P**

Name of Administrative Staff: **RANILO V. GIOMAN**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.51	70%	3.16
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.35
<b>TOTAL NUMERICAL RATING</b>			<b>4.51</b>

TOTAL NUMERICAL RATING:

4.51

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:


FINAL NUMERICAL RATING

4.51


ADJECTIVAL RATING:

VERY SATISFACTORY


Prepared by:

  
**RANILO V. GIOMAN**  
Name of Staff


Reviewed by:

  
**NEVIN A. PACADA**  
Head, VCO

Recommending Approval:

  
**RYSAN C. GUINOCOR**  
Director, ASO

Approved:

  
**EDGARDO E. TULIN**  
VP for Admin. & Finance





IPCR-2024-1211-240265

"Exhibit B"

## INDIVIDUAL PERFORMANCE COMMITMENT &amp; REVIEW FORM (IPCR)

I, **Ranilo V. Gioman**, of the **VSU-Cebu Office** commit 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 - December 31, 2023.

**RANILLO V. GIOMAN**

Ratee

Approved:

**NEVIN A. PACADA**

Head of Office

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
STO 1: ARTA-aligned frontline services	Efficient & customer friendly frontline service	Provides customer friendly customer service	0 compl	0 complaint	4	5	5	4.67	
STO 2: Innovations & New Best Practices	No. of new systems/innovations/proposals introduced and implemented	Assists in introducing and implementing new systems/innovations/proposals	3	4	4	4	4	4.00	
GASS 1: VSU-Cebu Operation and Management	Percentage of RFQ's, POs, checks, ACICs, NTPs, and NOAs received, served and retrieved from suppliers	Checks, selects and serves to/retrieves from potential suppliers procurement docs. received from VSU-Main	100%	338	4	5	4	4.33	
	No. of invoices/ORs issued with items purchased & picked up	Picks up/handcarries urgent purchased items with issued invoice(s)/OR	28	63	4	5	5	4.67	
	No. of invoices received for items delivered, inspected, and recorded	Receives and inspects(per specs) deliveries with invoices & records items in logbook	8	15	4	4	4	4.00	
	No. of trip tickets issued to pick up/ send transmittals with items	Prepares trip tickets to pick up shipment or to send prepared transmittal with items to pier	60	81	5	5	5	5.00	
	No. of linkages with external agencies maintained	Maintains linkages with external agencies	3	5	5	5	5	5.00	
	No. of liaisoning services requested from the main campus facilitated/ complied	Facilitates/complies liaisoning services as requested from the main campus	10	15	5	4	4	4.33	
	No. of assistance to guests on official travel in Cebu facilitated/complied	Assists guests on official travel in Cebu as requested	15	32	5	5	5	5.00	
	No. of incoming guests assisted at the lodging house	Assists in carrying luggage, finding taxi, handing over linens to guests, etc.	56	80	4	5	4	4.33	
	No. of deposit slips received from remittance of collection	Remits collection of lodging to Landbank per COA rules	20	28	5	5	4	4.67	
	No. of docs. picked up/delivered from sender/to addressee	Picks up/Receives from or sends/delivers docs./items to addressee	23	38	4	4	5	4.33	
	No. of boat tickets purchased for official guests	Buys boat tickets for official guests who are in transit in Cebu City	15	26	5	4	5	4.67	
	No. of weekly general cleaning services of the VCO premises perform	Participates in the weekly general cleaning service	6	10	4	4	4	4.00	

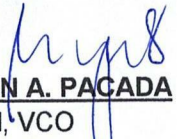




No. of maintenance/minor repair services performed	Assists/performs maintenance/minor repairs	IPCR-2024-1211-240265	10	30	5	5	4	4.67
Total Over-all Rating								67.67

Average Rating (Total Over-all rating divided by 15)	4.51	Comments & Recommendations for Developmental Purposes: Attended Virtual Awareness Seminar on Proper Application of Whole-of-Government Reengineering Manual
Additional Points: Punctuality Approved Additional points (with copy of approval)	4.51	
FINAL RATING		
ADJECTIVAL RATING		

Evaluated and Rated by:


  
**NEVIN A. PACADA**  
Head, VCO

Date: 12/10/24

- 1 - Quality
- 2 - Efficiency

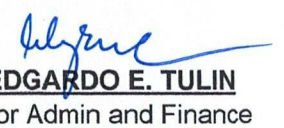
- 3 - Timeliness
- 4 - Average

Recommending Approval:

  
**RYSAN C. GUINOCOR**  
Director, ASO

Date: \_\_\_\_\_

Approved By:

  
**EDGARDO E. TULIN**  
VP for Admin and Finance

Date: \_\_\_\_\_

## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
	3rd	
	4th	

Name of Office: VSU-CEBU OFFICE


Head of Office: NEVIN A. PACADA

Number/Name of Personnel: RANILO V. GIOMAN


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b> Requested to assist the caretaker to open the gate in cases when there's a reserved guest on OB who arrives beyond 10pm from airport or pier; Required to check for returned keys, loss of items upon guest check-out in the absence of the caretaker; Reminded the importance of recording on logbook the served procurement documents		Aug. 31, 2023 Office Meeting       Nov. 30, 2023 Office Meeting			
<b>Coaching</b> Instructed not to check-in/out with biometrics when on leave; instructed how to sync, change in daily time log, and apply for leave in HRIS Discussed about how to serve POs, payment docs to supplier's representative who personally claim at the office; Relayed about the correct (no double) discount of PWD, staff, senior citizen per info from IASO; Discussed the limitation of expenses & payments for lodging house& office while on cash liquidation and renewal		July 31, 2023 Office Meeting   Sep. 29, 2023 Office Meeting   Oct. 27, 2023 Office Meeting Nov. 30, 2023 Office Meeting			

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

Conducted by:

  
**NEVIN A. PACADA**  
 Immediate Supervisor

Noted by:

  
**RYSAN C. GUINOCOR**  
 Next Higher Supervisor





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2023

Name of Staff: Ranilo V. Gioman

Position: Administrative Aide IV

**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		54				
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		0				
Average Score		4.50				


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

  
**NEVIN A. PACADA**

Printed Name and Signature  
Head of Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **RANILO V. GIOMAN**  
Performance Rating: **July 1 to December 31, 2023**

Signature: 

Aims: 1. To learn about 5S  
2. To learn about the modules for eDATS, document tracking, etc.

Proposed Interventions to Improve Performance:

Date: **July 1, 2023**

Target Date: **December 31, 2023**

First Step:

- Attended: 1) Unlocking Excellence: The 5S Revolution for Heads and Clerks on November 29, 2023  
2) Virtual HRIS Software Onboarding on December 6, 2023

Result:

Knowledge about the principles of 5S which are crucial for maintaining an organized workplace;  
Necessary knowledge and skills to efficiently navigate and utilize HRIS;

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Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:

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Outcome:

Final Step/Recommendation:

To attend seminar/training on firefighting

Prepared by:

  
**NEVIN A. PACADA**  
Head of Office