



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:

ESPINOSA, ANTONIO C.

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.76	70%	3.33
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.73	30%	1.42
		TOTAL NUM	MERICAL RATING	4.75

4.75

TOTAL NUMERICAL RATING:	
Add: Additional Approved Points if any:	

TOTAL NUMERICAL RATING: 4.75

FINAL NUMERICAL RATING 4.75

ADJECTIVAL RATING: O

Prepared by Reviewed by

ANTONIO C. ESPINOSA
Name of Staff

Name of Staff

Name of Staff

Name of Staff

Recommending Approval:

DANIEL LESLIE S. TAN
Vice President for Admin & Finance

Approved:

DANIEL LESLIE S. TAN Chairman, PMT "Exhibit B"

I, ANTONIO C. ESPINOSA, of the Office of University Disasted and Risk-Reduction Management accomplished the following targets for the period

July-December 2021.

ANTONIO C. ESPINOSA

Ratee

JULIUS V. ABELA

Head, OUDRRM

MFO / PAPS	Program/Activities/	Tasks Assigned	ACCOMP	ACCOMPLISHMENT		Ra			
	Projects	l dsks Assigned	Target Actual		Q ¹	E ²	T ³	A ⁴	Remarks
UMFO 6 General Administration	AND CONTROL OF THE SECTION ASSOCIATED REPORT OF THE RECOGNISHMEN AND ASSOCIATED REPORT OF THE SECTION ASSOCIATION AND ASSOCIATED RECOGNISHMENT OF THE SECTION ASSOCIATION ASSOCIATED RECOGNISHMENT OF THE SECTION ASSOCIATED RECOGNISHMENT ASSOCIATED RECOGNISHMENT OF THE SECTION ASSOCIATED		COLUMN TO THE PERSON AND ADDRESS OF THE PERSON ADDRESS OF THE PERSON AND ADDRESS OF THE PERSON ADDRESS OF THE PERSON AND ADDRESS OF THE PERSON ADDRESS OF THE PERSON AND ADDRESS OF THE PERSON ADDRESS O	CONTROL DE	THE REAL PROPERTY OF THE PARTY				The state of the s
and Support Services (GASS)									
VPAF MFO 7: Security Services		The second secon		COMMON TO AN PROPERTY AND ADDRESS OF THE PARTY.	A RECOGNICATION OF THE PARTY OF		1	THE REAL PROPERTY OF THE PERSON NAMED IN COLUMN 1	AND SHIPLE STATE OF THE STATE O
and Management Office									
Security Services Management	The second secon		APPART PARTIES AND	NAME AND ADDRESS OF THE OWNER, TH	THE RESIDENCE OF THE PARTY OF T		anno surremante del recorre curre	-	
MFOs:									
MFO 3. Safety management			PERSONAL PROPERTY AND ADDRESS OF THE PERSONAL PROPERTY OF THE	Marie Selfur Physile synesisensus successive par	CHRONIC TO SHIP WARREST COMMUNICATION			Water District Control of Control	ALL READY AND RELIEF TO MAIN STORY SAFETY AND READY TO MAIN SERVICE SE
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%	95%	4	5	4	4.33	Responded all incident within VSU perimeter
MFO 4. Maintain Peace and Order					GOLUPBERON TRANSPORTE ENCORORANTA	TO STATE OF THE PARTY OF THE PA			

IVIFU / FAFS	Projects	l daka Assigned	Target	Actual	Q ¹	E ²	T ³	A ⁴	Remains
UMFO 6 General Administration			and the same of th	ALBERTAL PROPERTY AND ADDRESS OF THE PARTY O	T	Research Control of Co	T PRODUCTION OF THE PRODUCTION	+	The state of the s
and Support Services (GASS)									
PI 1. Number of hours each fixed post being manned	Manning fixed Post (Post 1,2, Administration Building and Market area)	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 facilitate the owners to widraw, Records trip ticket of VSU vehicles, Checking student, faculty and Staff ID's, 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.	745 hrs	896 hrs	4	5	5	4.6667	Manning the fixed post
PI. 4. Number of orders/directives from higher office implemented	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%	4	5	5	4.6667	Implemented a directived, rules and regulations from the top management	
MFO 5. Administrative and Support Services Management			***************************************					Manhamatica communicación continua	
Pl. 4. Thermal Scanning of staff and personnel coming inside the 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 ehicle who are from outside VSU nat 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 Protoco
OTAL OVER-ALL RATING		Control of the Contro	The second section of the second seco			TO STATE OF THE PARTY OF THE PA		23.67	

IVIFU / FAFS	Projects	rasks Assigned	Target	Actual	O ¹	F ²	T ³	A ⁴	Remarks
UMFO 6 General Administration	enterior la Company de la Comp		The sales of the s	AANTO ESTABLISHOOT STORY TO THE	T	Roses	T		
and Support Services (GASS)									
The state of the s	THE PERSON OF TH	THE PROPERTY OF THE PROPERTY O		THE RESIDENCE AND ADDRESS OF THE PERSON NAMED IN COLUMN 1 AND THE	A THE REAL PROPERTY.	- Annual Control of the Control of t	CANADA CA		

ADJECTIVAL RATING		0	
FINAL RATING		4.73	
Approved additional points(with copy of approval)	хх		National Constitution of the Constitution of t
Additional Points:		ANDER EINEM ANDERS MENNE OM DE EINE EINE EINE METER	
Average Rating(Total Overall rating divided by 5)		4.73	Temporario de Caraciano de Cara

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

Date:

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Approved by:

DANIEL LESLIE'S. TAN

Vice Pres. For Admin & Finance

Date:

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: ANTONIO C ESPINOSA

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 in the second of the second o	Checking all individuals that enters the campus	Year 2020-2021	Continuous	Year 2021	0	Outstanding	

^{*} Either very impressive, impressive, needs improvement, poor, very poor

Prepared by:

JULIUS V. ABELA Head, OUDRRM

^{**} Outstanding, very satisfactory, satisfactory, unsatisfactory, poor





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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 2021 to December 2021

Name of Staff: ANTONIO C. ESPINOSA 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. 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)		5	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	I		T	T
12.	Willing to be trained and developed	(5)	4	3	2	+
	Score			1		
B. L	Leadership & Management (For supervisors only to be rated by higher supervisor)		5	Scal	le	
1.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	3	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	
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	
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	-
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	7	8			
	Average Score	9	1. 8	}	20	

Overall recommendation

JULIUS V. ABELA

Printed Name and Signature Head, OUDRRM 4.59

EMPLOYEE DEVELOPMENT PLAN

Name of Employee:	ESPINOSA, ANTONIO C.
Performance Rating:	0

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: Preparedness in times of calamity or disaster and be eligible as part of the qualification of being a security quard

Final Step/Recommendation:

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

Prepared by:

JULIUS V. ABELA

Head,

OUDRRM Conforme;

ANTONIO C. ESPINOSA
Name of Ratee Faculty/Staff