



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:

ESTOY, EDUARDO D.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.65	70%	3.26
<ol> <li>Supervisor/Head's assessment of his contribution towards attainment of office accomplishments</li> </ol>	4.87	30%	1.46
	TOTAL NUI	MERICAL RATING	4.72

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

TOTAL NUMERICAL RATING:

4.72

4.72

FINAL NUMERICAL RATING 4.72

ADJECTIVAL RATING:

0

Prepared by:

EDUARDO DESTOY

Name of Staff

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, EDUARDO D. ESTOY, of the Office of University Disasted and Risk-Reduction Management accomplished the following targets for the period July-

December 2021.

EDUARDO D. ESTOY

Ratee

JULIUS V. ABELA

Head, OUDRRM

MFO / PAPS	Program/Activities/	Tasks Assigned	ACCOMP	LISHMENT		Rating				
	Projects	l daka Assigned	Target Actual		Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Remarks	
UMFO 6 General Administration	AND THE RESIDENCE OF THE PROPERTY OF THE PROPE		0-	A CO O SALES	<u> </u>	E		A		
and Support Services (GASS)										
VPAF MFO 7: Security Services	AND DESCRIPTION OF THE PROPERTY OF THE PROPERT	CAMPAGE AND CONTROL FOR THE CONTROL OF T	THE STATE OF THE S	AND DESCRIPTION OF THE PERSON NAMED IN COLUMN 1	AND ASSESSMENT OF THE PARTY OF	-	The Challe Control of the Control of Control	- Antonio in the second state of the second st		
and Management Office										
Security Services Management MFOs:								-		
MFO 3. Safety management				ALI NEW STREET, WHICH REPORTS AND AND ADDRESS AND ADDR	Minimited by Philipping of Particol National Par		THE REPORT OF THE PERSON NAMED IN COLUMN 1	Parameter		
PI 2. All emergency calls that needs assistance was responded		Respond to the emergency happening within the University premises. Take blotter report, make incident report for information purposes.	95%	95%	4	5	5	4.67	Responded all incide within VSU perimeter	
MFO 4. Maintain Peace and Order						-	Name of Street, Street			
PI 2. Number of hours in the Campus properly roved	Campus roving	Observed area of responsibility (AOR)	696 hrs	928 hrs	5	5	5	5.00	Patrolling for security and safety of the campus	

	Projects	I dana masiyiled	Target	Actual	Q <sup>1</sup>	E <sup>2</sup>	<b>—</b> 3	A <sup>4</sup>	I/cilidivə
JMFO 6 General Administration and Support Services (GASS)					- C			A	
from higher office implemented	compliance/implementa tion on different memorandum circulars	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%	5	5	4	4.67	Implemented all directived, rules and regulations from the top management
MFO 5. Administrative and Support Services Management			NAMES OF THE OWNER, WHEN THE PARTY OF THE OWNER, WHEN THE OWNE	and a recommend of the second		9874 79860 (SSA) (SSA) 786 (SSA) 786 (SSA) 786 (SSA)	Machine Street Consequently Coloradory (1999)	THE CONTRACTOR SHEET THE SECTION AS	AND STREET, DANSED STREET, DATE STREET, STREET
Pl. 4. Thermal Scanning of staff and personnel coming inside the campus	COVID-19 health	Continuous thermal scanning of all personnel, visitors and clients who will enter the campus	90%	90%	5	5	5	5.00	Health Protocol
Pl. 5. Tire disinfection of all the ehicle who are from outside VSU nat will enter the campus	protocols	Continuous tire disinfection of all outside VSU vehicles who will enter the campus	90%	90%	5	5	5	5.00	Health Protocol
OTAL OVER-ALL RATING	MANUAR AND						THE PROPERTY AND INTERPRETABLE STATE OF THE PERSON STATES AND THE	24.33	THE PROPERTY AND A SHEET AND A

XX
4.87

Comments & Recommendations for Development Purpose:

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

Evaluated & Rated by

JULIUS W. ABELA
Dept/Office Head

Date:

Approved by:

DANIEL LESLIE S. TAN

Vice Pres. For Admin & Finance

Date:

#### Exhibit I

# PERFORMANCE MONITORING FORM

Name of Employee: **EDUARDO D. ESTOY** 

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	Checking all individuals that enters the campus	Year 2020-2021	Continuous	Year 2021	0	Outstanding	

<sup>\*</sup> Either very impressive, impressive, needs improvement, poor, very poor \*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

JULIUS M. ABELA Head, OUDRRM



# OCE OF THE HEAD OF PERFORMANCE MANAGEMENT AND REWARDS & RECOGNITION

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

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 2021 to December 2021

Name of Staff: EDUARDO D. ESTOY Position: SECURITY GUARD II

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					

	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					
Willing to be trained and developed	(5)	4	3	2	1
Score					_
eadership & Management (For supervisors only to be rated by higher supervisor)		5	Scal	е	
Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	6	4	3	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	
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	<u>(4)</u>	3	2	
Accepts accountability for the overall performance and in delivering the output required of his/her unit.	(5)	4	3	2	
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	
Total Score	70	7			
Average Score	9:	2 0	7 0	2/0	
	Score  Readership & Management (For supervisors only to be rated by higher supervisor)  Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors  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.  Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.  Accepts accountability for the overall performance and in delivering the output required of his/her unit.  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	Score  Readership & Management (For supervisors only to be rated by higher supervisor)  Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors  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.  Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.  Accepts accountability for the overall performance and in delivering the output required of his/her unit.  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	Score  Readership & Management (For supervisors only to be rated by higher supervisor)  Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors  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.  Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.  Accepts accountability for the overall performance and in delivering the output required of his/her unit.  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  Total Score	Score  Readership & Management (For supervisors only to be rated by higher supervisor)  Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors  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.  Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.  Accepts accountability for the overall performance and in delivering the output required of his/her unit.  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  Total Score  79	Score  readership & Management (For supervisors only to be rated by higher supervisor)  Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors  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.  Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.  Accepts accountability for the overall performance and in delivering the output required of his/her unit.  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  Total Score  79

JULIUS V. ABELA
Printed Name and Signature
Head, OUDRRM

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ESTOY, EDUARDO D. 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: Preparedness in times of calamity or disaster and be eligible as part of the qualification of being a security guard
Final Step/Recommendation:
Attend trainings on how to make detailed blotter report and continue

Prepared by:

JULIUS V. ABELA Head OUDRRM

Conforme:

EDUARDO C. ESTOY Name of Ratee Faculty/Staff

participate on DRRM training programs and security trainings.