

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **RYSAN C. GUINOCOR**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per OPCR Office of the Director for Administrative Services	4.81	80%	3.85
2. Numerical Rating per OPCR Office of the Head for General Services	3.95	20%	0.79
TOTAL NUMERICAL RATING			4.64

TOTAL NUMERICAL RATING: 4.64


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.64

ADJECTIVAL RATING: 0

Prepared by:


RYSAN C. GUINOCOR
Name of Staff

Reviewed by:


DANIEL LESLIE S. TAN *v2/27-01c*
VP, Admin & Finance

Approved:


EDGARDO E. TULIN
President *Dec 31/27th*



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Name of Administrative Staff: **RYSAN C. GUINOCOR**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.89	70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.5
TOTAL NUMERICAL RATING			4.92 ✓

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING _____

ADJECTIVAL RATING: _____

4.9

4.9

0

FINAL RATING for 4 OFFICES

ODAS & GSO - 4.92 x 50% = 2.46
Legal & DPO - 4.94 x 50% = 2.47
4.93

Prepared by:


RYSAN C. GUINOCOR
Name of Staff

Reviewed by:


DANIEL LESLIE S. TAN
VP, Admin & Finance

Approved: _____


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **RYSAN C. GUINOCOR**, Director, Office of the Director for Administration and Services and OIC-Head General Services Office commits to deliver and agree to rated on the attainment of the following accomplishments in accordance with the indicated measures for the following targets in accordance with the indicated measures for the period January 1, 2022 - June 30, 2022.


RYSAN C. GUINOCOR
 RATEE

Approved:

DANIEL LESLIE S. TAN
 VP for Admin. & Finance

MFOs/PAPs	Success Indicator	Tasks Assigned	Target January-December 2022	Accomplishment		Rating				Remarks
				Actual Accomplishment	Percentage	Q ¹	E ²	T ³	A ⁴	
OFFICE OF THE DIRECTOR FOR ADMINISTRATIVE SERVICES										
UMFO 5: SUPPORT TO OPERATIONS										
OVPAF MFO1: ISO aligned management and administrative support services										
ODAS MFO 1: ISO 9001:2015 aligned documents and compliant processes										
PI. 1 Performance rating	A1. Percentage of clients served rated the services received at least very satisfactory or higher	95% of clients rated services as very satisfactory or higher	95%	95% of clients rated services as very satisfactory or higher		5	5	5	5	
PI.2 Reports preparation and submission	A2. Number of Reports prepared and submitted	Prepare and submit reports to different offices and other regulatory bodies	5	6		5	5	5	5	
OVPAF MFO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS										
ODAS MFO3: ARTA ALIGNED FRONTLINE SERVICES										
PI. 3 Efficient & customer friendly frontline service implementing the new norm	A3: Efficient & customer friendly frontline service	Entertains clients needs promptly, efficiently and effectively	Zero percent complaint from clients served	Zero percent complaint from clients served		5	5	5	5	
OVPAF MFO4 : INNOVATIONS & BEST PRACTICES										
ODAS MFO 4: Innovations & new Best Practices Development Services										
PI. 4. No. of innovations introduced and implemented	A4. Innovations introduced and implemented to improve operations and quality of services	Initiates and introduces innovation to improve operations and quality of service to clients	1	2		5	5	5	5	
UMFO 6: General Administration Support Service										
OVPAF MFO 2: Administrative and support services Management										
ODAS MFO 6: Administrative and support services Management										
PI. 5 Office, Staff Management and maintenance	A5.No. of staff monitored, evaluated. Coached, and supervised for effective and efficient office management	Coaches , supervises and evaluates the work performance of staffs under ODAS	5	6		5	5	5	5	
	A6.Number of ManCom facilitated	Conduct monthly meeting with the Heads under ODAS	12	6		5	5	5	5	
	A7.No of meetings/seminars called by higher authorities attended	Attends to meetings/seminars called by higher authorities	10	10		5	5	5	5	
PI. 6 Number of administrative services and financial/ administrative documents acted within time frame	A8: Processed financial and personnel related documents	Reviews legality of documents and signs if already in order	1,500 documents	1,602 documents		5	5	5	5	


	A9: Clients seeking consultation services served and satisfied	Entertains clients for consultation services	10 clients' consultation	10		5	5	5	5	
		Provides direction and supervision of units under the office and directly supervises subordinates	6 offices 7 staff	6		5	5	5	5	
Pl. 7. No. of committee assigned performed	A11. Committee functions and assignment performed	Performs functions, attends or sends representatives meetings of the Committees and prepares proposals as required for deliberation	15	15		5	5	5	5	
OFFICE OF THE HEAD FOR GENERAL SERVICES										
UMFO 5: SUPPORT TO OPERATIONS										
OVPAF MFO1: ISO aligned management and administrative support services										
ODAS MFO 1: ISO 9001:2015 aligned documents and compliant processes										
GSO MFO 1: ISO 9001:2015 aligned documents and compliant processes										
	A1. Percentage of clients served rated the services received at least very satisfactory or higher	95% of clients rated services as very satisfactory or higher	95%	95% of clients rated services as very satisfactory or higher		5	5	5	5	
OVPAF MFO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS										
ODAS MFO3: ARTA ALIGNED FRONTLINE SERVICES										
GSO MFO3: ARTA ALIGNED FRONTLINE SERVICES										
Pl. 1 Efficient & customer friendly frontline service implementing the new norm	A2: Efficient & customer friendly frontline service	Entertains clients needs promptly, efficiently and effectively	Zero percent complaint from clients served	Zero percent complaint from clients served		5	5	5	5	
Pl.2 Number of quality procedures revised/updated	A3. Approved quality procedure of the office	Prepares quality procedure of the office	1	0		4	4	4	4	Under review of the VP, Admin & Finance
OVPAF MFO4 : INNOVATIONS & BEST PRACTICES										
ODAS MFO 4: Innovations & new Best Practices Development Services										
Pl. 3 No. of innovations introduced and implemented	A4. Innovations introduced and implemented to improve operations and quality of services	Initiates and introduces innovation to improve operations and quality of service to clients	1	2		5	5	5	5	
	A5. Number of draft operational plan	Draft operational plan	1	0		4	4	4	4	
UMFO 6:General Administrative and Support Services										
OVPAF MFO 1: ARTA Aligned Compliance And Reporting Requirements										
GSO MFO1: Administrative and Support Services Management										
Pl. 4 Office, Staff Management and maintenance	A6.Monthly meetings with the Utility/Messenger	Conduct monthly meetings with the Utility/messenger	10 monthly reports/minutes 10 meetings	7		5	5	5	5	
	A7. All utility/messenger under the unit and all staff supervised, led and directed to ensure attainment of mandated functions and targeted outputs attained	Provides directions and supervision to all units under the office and directly supervises subordinates	60	11		5	5	5	5	
Total Over-all Rating										
Average Rating :										
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING										
ADJECTIVAL RATING										

Evaluated & Rated by:


DANIEL LESLIE S. TAN
VP for Admin. & Finance

Date: _____

Approved by:


DANIEL LESLIE S. TAN
VP for Admin. & Finance

Date: _____

Comments & Recommendations for Development

Purposes:

✓ Responsible & passionate in his work
✓ Pursue Advance studies

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				January	February	March	April	May	June	
ODAS MFO I. Aligned documents and compliant process										
ODAS PI.1 Performance rating	A1. Percentage of clients served rated the services received at least very satisfactory or higher	R.C. Guinocor A.B. Besavilla	January-June	100%	100%	100%	100%	100%	100%	
PI.2 Reports preparation and submission	A2. Number of Reports prepared and submitted	R.C. Guinocor A.B. Besavilla	January-June	1	1	1	1	1	1	
PI. 3. Efficient & customer friendly frontline service implementing the new norm	A3. Efficient & customer friendly frontline service	R.C. Guinocor A.B. Besavilla	January-June	No complaint	No complaint	No complaint	No complaint	No complaint	No complaint	
PI. 4 No. of innovations introduced and implemented	A4. Innovations introduced and implemented to improve operations and quality of services	R.C. Guinocor A.B. Besavilla	January-June	0	0	0	0	1	1	
PI. 5 Office, Staff management and	A5. No. of staff monitored, evaluated,	R.C. Guinocor A.B. Besavilla	January-June	1	1	1	1	1	1	

maintenance	coached, and supervised for effective and efficient office management									
	A6. Number of Mancom facilitated	R.C. Guinocor A.B. Besavilla	January-June	1	1	1	1	1	1	
	A7. No. of meetings/seminars called by higher authorities attended	R.C. Guinocor A.B. Besavilla	January-June	1	1	2	2	2	2	
PI. 6 No. of administrative services and financial/ administrative documents acted within time frame	A8. Processed financial and personnel related documents	R.C. Guinocor A.B. Besavilla	January-June	267	267	267	267	267	267	
	A9. Clients seeking consultation services served and satisfied	R.C. Guinocor A.B. Besavilla	January-June	1	1	2	2	2	2	
	A10. Provides direction and supervision of units under the office and directly supervises subordinates	R.C. Guinocor A.B. Besavilla	January-June	1	1	1	1	1	1	
PI. 7. No. of committee assigned	A11. Committee functions and assignment	R.C. Guinocor A.B. Besavilla	January-June	2	2	2	3	3	3	

performed	performed									
GSO MFO I. ISO 9001:2015 aligned documents and compliant processes										
GSO PI.1 Performance rating	A1. Percentage of clients served rated the services received at least very satisfactory or higher	R.C. Guinocor A.B. Veruen	January-June	100%	100%	100%	100%	100%	100%	
PI. 2. Efficient & customer friendly frontline service implementing the new norm	A2. Efficient & costumer friendly frontline service	R.C. Guinocor A.B. Veruen	January-June	No complaint	No complaint	No complaint	No complaint	No complaint	No complaint	
PI. 3. Number of quality procedures revised/updated	A3. Approved quality procedure of the office	R.C. Guinocor A.B. Veruen	January-June	0	0	0	0	0	0	Under review of the VP Admin & Finance
PI. 4. No. of innovations introduced and implemented	A4. Innovations introduced and implemented to improved operations and quality of services	R.C. Guinocor A.B. Veruen	January-June	0	0	0	0	1	1	
	A5. Number of draft operational plan	R.C. Guinocor A.B. Veruen	January-June	0	0	0	0	0	0	
PI. 5. Office, Staff management and maintenance	A6. Monthly meetings with the utility/messenger	R.C. Guinocor A.B. Veruen	January-June	0	1	1	1	2	2	
	A7. All	R.C. Guinocor A.B. Veruen	January-June	1	2	2	2	2	2	

	utility/Messenger under the unit and all staff supervised, led and directed to ensure attainment of mandated functions and targeted outputs attained									
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Prepared by:


RYSAN C. GUINOCOR
Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2022

Name of Staff: RYSAN C. GUINOCOR

Position: Director, ODAS & OIC Head, GSO

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					
B. Leadership & Management <i>(For supervisors only to be rated by higher supervisor)</i>					
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					
Average Score					

Overall recommendation : OUTSTANDING



DANIEL LESLIE S. TAN
Printed Name and Signature
Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

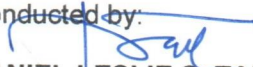
Name of Office: Office of the Director for Administrative Services & Office of the Head for General Services


Head of Office: Atty. RYSAN C. GUINOCOR

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		OVPAP Directors Quarterly Meeting			
Coaching		OVPAP Directors Quarterly Meeting			

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

Conducted by: 
DANIEL LESLIE S. TAN
 Immediate Supervisor

Noted by: 
EDGARDO E. TULIN
 President

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RYSAN C. GUINOCOR

Performance Rating: Outstanding

Aim: Obtain post-graduate degree

Proposed Interventions to Improve Performance:

Date: _____ Target Date: December 2023

First Step:

Continue enrolling in post-graduate studies (Master of Arts in Public Management and Development

Result:

Earned credits leading to Master in Public Management and Development

Date: _____ Target Date: December 2023

Next Step:

Continue pursuing Master of Arts in Public Management and Development

Outcome: Obtain post-graduate degree and knowledge which can be used to improve exercise of function.

Final Step/Recommendation:

Pursue Master of Arts in Public Management and Development.

Prepared by:


DANIEL LESLIE S. TAN
Immediate Supervisor

Conforme:


RYSAN C. GUINOCOR
Name of Ratee Faculty/Staff