

## UNIVERS DISASTER RISK-REDUCTION & MANAGEMENT, SAFETY & SECURITY OFFICE

Visca, Baybay City, Leyte, PHILIPPINES Telephone: local 1111, 1112, 1113, 1129 Email: drrm@vsu.edu.ph Website: www.vsu.edu.ph

### COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

CANO, GREGORIO C. JR

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.61	70%	3.23
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
	TOTAL NU	MERICAL RATING	4.68

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

TOTAL NUMERICAL RATING:

4.68

4.68

FINAL NUMERICAL RATING 4.68

ADJECTIVAL RATING:

0

Prepared by:

GREGORIO C.\CANO JR.
Name of Staff

Reviewed by:

JULIUS . ABELA Head, . DRRMSSO

Recommending Approval:

EDGARDO E. TULIN

Vice President for Admin & Finance

Approved:

EDGARDO E. TULIN Chairman, PMT

#### "Exhibit B"

I, GREGORIO C. CANO JR., of the University Disaster Risk-Reduction & Management, Safety & Security Office accomplished the following targets for the period July-December 2023.

GREGORIO C. CANO JR.

Ratee 81 - 24

JULIUS V. ABELA

Head, UDRRMSSO

	Program/Activities/		ACCOIVIP		Rating				
MFO / PAPS	Projects	Tasks Assigned	Target Actual		Q¹	Q <sup>1</sup> E <sup>2</sup>		A <sup>4</sup>	Remarks
UMFO 6 General Administration and Support Services (GASS)									
VPAF MFO 7: Security Services and Management Office									
Security Services Management MFOs:									
MFO 1. Conduct Investigation on reported incidents									
PI 1. Investigate all reported incidents	Security Assistance	Responded to all incidents reported inside the cmapus. Take blotter report, make incident report for information purposes.	100%	100%	5	5	4	4.7	Investigated all incidents within the AOR recorded them in the blotter logbook and reported to the supervisors for proper action
MFO 3. Safety management		Decreed to the concession	050/	1000/		-	1	4.7	Despended to all calls
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%	100%	5	5	4	4.7	Responded to all calls and emergencies that needs security assistance inside the campus

	Program/Activities/		ACCOIVIP	HISHIVIEIV		R	ating						
MFO / PAPS	Projects	Tasks Assigned	Target	Actual	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Remarks				
PI 3. Number of University events provided with security assistance	Security Assistance	Provision of security and safety assistance to every University events	3	3	3	3	3	4	5	4	4	4.3	VSU Graduation, PASUC and SCUAA meet, and VSU and VFES lighting ceremony
MFO 4. Maintain Peace and Order													
PI 1. Manning strategical fixed posts	Manning fixed Posts	Checking in/out of students, staff, clients, visitors and all motorized vehicle entering on the blotter all report incidents. Received packages/letters and facilitate the owners to withdraw. Records trip ticket of VSU vehicles and logbook visitors vehicle entering the campus.	100%	100%	5	5	4	4.7	Manning the area of responsibility and implementing campus security protocols				
PI 2. Conduct patrolling/ roving within the campus and in the	Campus roving	Observed area of responsibility (AOR)	100%	100%	5	5	4	4.7	Patrolling area of responsibility for security and safety				
coastal area/ VSU sanctuary PI. 3. Implement orders/ directives from the top management	Orders/directives compliance/implement ation on different memorandum circulars issued by <b>OP</b> .	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	4	5	4.3	Implemented 100% of the directives and memorandums from the top management				
MFO 5. Administrative and Support Services Management													
MFO 7. Proactive Risk and Disaster Management													

	Program/Activities/	/Activities/		SHIMIEIA	Rating				
MFO / PAPS	Projects Tasks Assigned		Target	Target Actual		E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Remarks
PI 1. DRRM programs/ trainings conducted in the campus in preparation to calamities/disaster  Awareness for faculty, staff, and students for disaster preparedness		1	1	5	5	4		Facilitated the conduct of the fire and earthquake drill and the Bomb Awareness seminar	
TOTAL OVER-ALL RATING								27.67	

Average Rating(Total Overall rating divided by 6)		4.61
Additional Points:		
Approved additional points(with copy of approval)	ж	
FINAL RATING		4.61
ADJECTIVAL RATING		0

Comments & Recommendations for Development Purpose:

Recommended to attend security and DRRM related trainings

Evaluated & Rated by: X

JULIUS V. ABELA Dept/Office Head
Date: -07-11-24

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Approved by:

EDGARDO E. TULIN

VP for Admin & Finance

Date: 03-13-29



# UNIVECTY DISASTER RISK-REDUCTION & MANAGEMENT, SAFETY & SECURITY OFFICE

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# Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>JULY-DECEMBER 2023</u>	
Name of Staff: Gregorio C. Cano Jr.	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. Encircle your rating.

Scale	<b>Descriptive Rating</b>	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.	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	-	59	3		

	eadership & Management (For supervisors only to be rated by higher upervisor)	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	(A)	3	2	1		
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	3	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		4.	83				

Overall	recommendation
VVCIAII	rocommittendation

Printed Name and Signature Head, UDRRMSSO

Vision: Mission:

### EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CANO, GREGORIO C. JR

Performance Rating: O

Aim: To gain more knowledge, enhance/developed skills and be resilient to any kind of incidents and/or disaster.

Proposed Interventions to Improve Performance:

Date: July 2023

Target Date: September 2023

First Step: Conducted/Facilitated the conduct of fire and earthquake drill and DRRM-

Related Seminar.

As an emergency responder, they will always be ready to quickly respond to any incident/ disaster inside the campus.

Date: July 2023

Target Date: December 2023

Next Step: To attend security training or DRRM-related seminars and workshops

Renewal of licenses, refresher training, and updates for security protocols. It can also be applied in their field of work for the security and safety of the campus and its constituents

Final Step/Recommendation:

To exceed the current performance to be an effective and efficient security guard and emergency responder.

Prepared by:

Head, UDRRMSSO

Conforme:

GREGORIO C CANO JR. Name of Ratee Faculty/Staff