



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	4.50	70%	3.15
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.25	30%	1.28
TOTAL NUMERICAL RATING			4.43

TOTAL NUMERICAL RATING:

4.43

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:


FINAL NUMERICAL RATING

4.43


ADJECTIVAL RATING:

VERY SATISFACTORY

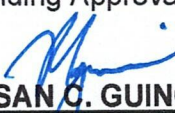
Prepared by:


RANILO V. GIOMAN
Name of Staff


Reviewed by:


NEVIN A. PACADA
Head, VCO

Recommending Approval:


RYSAN C. GUINOCOR
Director, ASO

Approved:


ELWIN JAY V. YU
VP for Admin. & Finance




IPCR-2024-1211-240267


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & 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 January 1 - June 30, 2024.


RANILO V. GIOMAN
 Ratee

Approved:


NEVIN A. PACADA
 Head of Office

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
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 keeping remittance of collection deposited intact per COA rules	1	1	5	4	5	4.67	
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%	86 RFQs, 67 Pos 68 payment vouchers, 3 NOAs, 6 NTPs, 5 CAs	4	4	5	4.33	
	No. of invoices/ORs issued with items purchased & picked up	Picks up/handcarries urgent purchased items with issued invoice(s)/OR	30	45	5	5	5	5.00	
	No. of invoices received for items delivered, inspected, and recorded	Receives and inspects(per specs) deliveries with invoices & records items in logbook	3	5	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	44	55	5	4	5	4.67	
	No. of staff on official business requested for transport	Provides transport service to staff while in Cebu City in transit to their destinations	50	78	5	5	5	5.00	
	No. of linkages with external agencies maintained	Maintains linkages with external agencies	2	4	4	4	5	4.33	
	No. of liaisoning services requested from the main campus facilitated/ complied	Facilitates/complies liaisoning services as requested from the main campus	3	5	4	4	5	4.33	
	No. of guests welcomed and registered at reception	Welcomes and registers guests for lodging	25	30	4	4	5	4.33	
	No. of incoming guests assisted at the lodging house	Assists in carrying luggage, finding taxi, handing over linens to guests, etc.	101	130	5	4	5	4.67	
	No. of deposits made from lodging collection	Deposits lodging collection per COA rules to be deposited intact on the following working day	20	28	5	4	5	4.67	
	No. of docs. picked up/delivered from sender/to addressee	Picks up/Receives from or sends/delivers docs./items to addressee	20	35	4	5	4	4.33	



No. of boat tickets purchased for official guests	Buys boat tickets for official guests who are in transit in Cebu City	8	15	5	5	4	4.67
No. of weekly general cleaning services of the VCO premises perform	Participates in the weekly general cleaning service	7	12	4	4	4	4.00
No. of maintenance/minor repair services performed	Assists/performs maintenance/minor repairs	23	30	5	4	4	4.33
Total Over-all Rating							72.00

Average Rating (Total Over-all rating divided by 16)

Additional Points:

Punctuality

Approved Additional points (with copy of approval)

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, ODAS

Approved By:

ELWIN JAY V. YU

VP for Admin and Finance

Date: _____

4.50

Comments &
Recommendations
for Developmental
Purposes:

Attended CPA
Orientation for Pier
Entry Permit
Holders

4.50

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: VSU-CEBU OFFICE

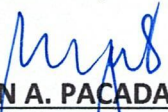
Head of Office: NEVIN A. PACADA

Number/Name of Personnel: RANILO V. GIOMAN


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Requested about the listing of unused materials available for construction for submission to PPO; Advised not to allow guest to bring pet in guestroom; Required to assist the caretaker not to allow guest to bring guestroom key outside the facility to avoid its loss;		March 28, 2024 Office April June 26, 2024 Office Meeting			
Coaching Required to always check with supplier served with RFQ if willing to extend credit and with business documents; Advised to be ready to assist in remittance of collection from previous and current day to be deposited in morning; Instructed to get a screen capture of required documents, bank info, etc. for easy forwarding to concern offices; Instructed to double check in requiring lodging guest to fill up mandatory info in guest registration form; Asked to coordinate with other employees when planning dates of leave;		April 29, 2024 Office Meeting May 27, 2024 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: **January – June 2024**

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		51				
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		4.25				

Overall recommendation : _____


NEVIN A. PACADA

Printed Name and Signature
Head of Office