

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Staff: **ANTONIO B. ASILOM**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical rating per IPCR	<b>4.38</b>	70%	<b>3.07</b>
2. Supervisors/Head's assessment of His contribution towards Attainment of office accomplishments	<b>4.66</b>	30%	<b>1.40</b>
<b>TOTAL NUMERICAL RATING</b>			<b>4.47</b>

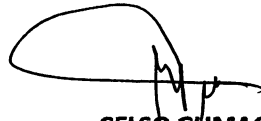
TOTAL NUMERICAL RATING: 4.47  
 Add: Additional Approved Points, if any:         
 TOTAL NUMERIAL RATING: 4.47

ADJECTIVAL RATING: **VS**

Prepared by:

  
**ANTONIO B. ASILOM**  
 Name of Staff

Reviewed by:

  
**CELSO GUMAOD**  
 Department/Office Head

Recommending Approval:


  
**REMBERTO A. PATINDOL**  
 Chairman, PMT

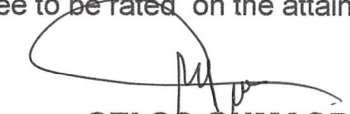
Approved:

  
**EDGARDO E. TULIN**  
 President

**"Exhibit B"**

I, ANTONIO B. ASILOM, of the SECURITY SERVICES AND MANAGEMENT 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 Jan 1 to June 30, 2018.

  
**ANTONIO B. ASILOM**  
Ratee

  
**CELSO GUMAOD**  
Head, Security Office

MFO / PAPS	Program/Activities/ Projects	Tasks Assigned	ACCOMPLISHMENT		Percentage	Rating				Remarks
			Target	Actual		Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 6 General Administration and Support Services (GASS)										
VPAF MFO 7: Security Services and Management Office										
Security Services Management MFOs:										
MFO 1. Conduct Investigations on Reported Incidents										
PI 1. Number of all reported incidents had been investigated	Investigation	Conducts investigation recorded/reported at the blotter	50	50	100%	4	5	4	4.333	
PI 2. Number of reported incidents submitted to higher office for legal action	Reporting	Preparation of reports/encoding	50	50	100%	4	5	4	4.333	

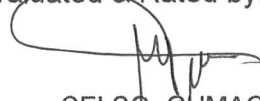
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Average Rating(Total Overall rating divided by 6)		4.38
Additional Points:		
Approved additional points(with copy of approval)	xx	
FINAL RATING		4.38
ADJECTIVAL RATING		vs


Comments & Recommendations for Development Purpose:

Continue improving your office function.

Evaluated & Rated by:

  
CELSON GUMAOD  
 Dept/Office Head  
 Date:

Approved by:

  
REMBERTO A. PATINDOL  
 Vice Pres. For Admin & Finance  
 Date:

- 1 - Quality
- 2 - Efficiency
- 3 - Timeliness
- 4 - Average



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 to June 30, 2018Name of Staff: ANTONIO B. ASILOMPosition: Administrative Aide-III

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 ( <i>both for subordinates and supervisors</i> )	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	56 = 4.66				

<b>Total Score</b>	
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<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	<b>Scale</b>				
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
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
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
Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
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
<b>Total Score</b>					
<b>Average Score</b>					

Overall recommendation : \_\_\_\_\_

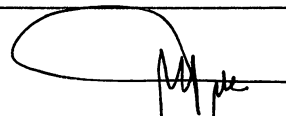
  
**CELSD GUMAOD**  
 Name of Head

Exhibit I

**PERFORMANCE MONITORING FORM**

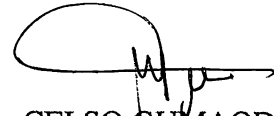
Name of Employee: **Antoni B. Asilom**

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.	Preparation and submission of Monthly Report	5	January 5, 2018	June 25, 2018	June 26, 2018	VS	Very satisfactory	
2	Preparation and submission of office documents and requests.	50	January 4, 2018	June 29, 2018	June 29, 2018	VS	Very satisfactory	
3	Recording and filing of Memorandum and incoming letters	40	January 4, 2018	June 29, 2018	June 29, 2018	VS	Very satisfactory	
4								
5								

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

  
**CELSON GUMAOD**  
 Head, Security Office

PERFORMANCE MONITORING & COACHING JOURNAL

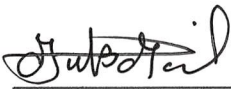
	1st	Q U A R T E R
	2nd	
	3rd	
	4th	

Name of Office: SECURITY SERVICES OFFICE

Head of Office: CELSO GUMAOD

Name of Staff: ASILOM, ANTONIO B.

Signature:

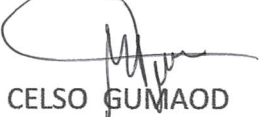


Date: Nov. 28, 2018

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Performance of the office admin staff were also monitored based on their assigned tasks.	The office head monitored the attendance and participation of admin staff in the different activities conducted by the office and university.	President Memo on the different university event/celebrations.	LOI and verbal instructions of the University President and OVPAF.	Admin staff were informed of the event and assignments were given on concerned. Big events celebrated: Anniversary celebration (April 17-27,'18), Graduation (June 15, 2018).
Coaching	The concerned Staff was informed of the outcome of the previous office performance especially concerning draw-backs on their assigned tasks. -Advices were given to the concerned staff.	The concerned staff was informed of the outcome of the previous office performance especially concerning draw-backs on their assigned tasks. -Advices were given to the concerned.	SSO memo., orders and LOI issued	Special duty detail order were issued to concerned staff for the Graduation Exercises on June 15,2018.	Staff concerned were given encouragement to do much better the next time a big event happened.

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

Conducted by:



CELSO GUMAOD  
Head, Security Office

Noted by:



REMBERTO A PATINDOL  
Vice Pres. for Admin & Finance



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Antonio B. Asilom  
Performance Rating: 4.47

Aim: To improve performance

Proposed Interventions to Improve Performance:

Date: January 2018 Target Date: End of March 2018

First Step:

Observe how the records and reports be maintained and manage.

Result: Records can easily be located and reports are submitted on time.  
Daily time Record filled-up accurately.

Date: April 2018 Target Date: End of June 2018

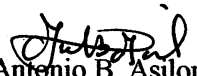
Next Step:

Send to 5'S Workshop and records management training

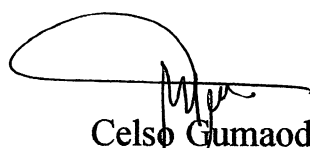
Outcome: Arrangement of the office was improved and records are visible at one looked.

Final Step/Recommendation:

Conforme:

  
Antonio B. Asilom  
Name of Ratee/Staff

Prepared by:

  
Celso Gumaod  
Head, Security Office