

OFFICIAL THE HEAD OF PERFORMANCE MANAGEMENT AND REWARDS & RECOGNITION

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: pree@vsu.edu.ph Website: www.vsu.edu.ph

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	4.51	70%	3.15
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.5	30%	1.35
		TOTAL NU	MERICAL RATING	4.50

TOTAL NUMERICAL RATING: Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:	4.50
FINAL NUMERICAL RATING _	4.50
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, ODAS

Approved:

DANIEL LESLIE S. TAN VP for Admin. & Finance

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 July 1 - December 31, 2022.

RANILO V. GIOMAN

Ratee

Approved:

MFO & Performance				Actual		Ratio			
Indicators (PI)	Success Indicators	Tasks Assigned	Target	Accomplishments	Q ¹	E ²	T ³	A ⁴	Remarks
STO 1: ARTA-aligned	Efficient & customer friendly frontline	Provides customer friendly customer service	0	0 complaint	4	4	5	4.33	
frontline services	service		compl	o complaint				4,00	
2: Innovations & New	No. of new systems/innovations/	Assists in introducing and implementing new	1	4	4	4	5	4.33	
Best Practices	proposals introduced and implemented			· ·				1.00	
GASS 1: VSU-Cebu	Percentage of RFQ's, POs, checks,	Checks, selects and serves to/retrieves							
Operation and	ACICs, NTPs, and NOAs received,	from potential suppliers procurement	100%	224	5	5	4	4.67	
Management	served and retrieved from suppliers	docs. received from VSU-Main							
	No. of invoices/ORs issued with	Picks up/handcarries urgent purchased	10	29	5	4	5	4.67	
	items purchased & picked up	items with issued invoice(s)/OR	10	20				4.07	
	No. of invoices received for items	Receives and inspects(per specs) deliveries	5	7	4	4	5	4.33	
	delivered, inspected, and recorded	with invoices & records items in logbook		,	7	7		4.00	
	No. of trip tickets issued to pick up/	Prepares trip tickets to pick up shipment or	40	89	5	4	5	4.67	
	send transmittals with items	to send prepared transmittal with items to pier	40			_		4.07	
	No. of linkages with external agencies	Maintains linkages with external agencies	2	3	4	4	5	4.33	
	maintained			0		7		4.00	
	No. of liaisoning services requested	Facilitates/complies liaisoning services as						15/11	
8 2 2	from the main campus facilitated/	requested from the main campus	4	5	5	5	4	4.67	
	complied								
	No. of incoming guests assisted at	Assists in carrying luggage, finding taxi,	60	85	4	5	4	4.33	
	the lodging house	handing over linens to guests, etc.	00	00	7	3	7	4.55	
	No. of docs. picked up/delivered	Picks up/Receives from or sends/delivers	20	32	4	4	5	4.33	
1	from sender/to addressee	docs./items to addressee	20	52		7	٦	4.55	33
	No. of boat tickets purchased for	Buys boat tickets for official guests who	10	21	5	4	5	4.67	'
	official guests	are in transit in Cebu City	10	21		7	٦	4.07	
4	No. of weekly general cleaning	Participates in the weekly general cleaning					-		
	services of the VCO premises	service	11	14	5	5	4	4.67	
	perform								Karana a
	No. of maintenance/minor repair	Assists/performs maintenance/minor repairs	35	42	4	5	5	4.67	
	services performed		33	72		5		4.07	
Total Over-all Rating								58.67	·

Average Rating (Total Over-all rating divided by 13) Additional Points: Punctuality	4.51	Comments & Recommendations for Developmental Purposes:
Approved Additional points (with copy of approval) FINAL RATING	4.51	
ADJECTIVAL RATING		
Evaluated and Rated by:	Recommending Approval:	Approved By:
NEVIN A. PACADA Head, VCO	RYSAN/C. GUINOCOR Director, ODAS	DANIEL LESLIE S. TAN VP for Admin and Finance
Date: 2 8 23	Date:	Date:
1 - Quality 3 - Timeliness 2 - Efficiency 4 - Average		



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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: __July - December 2022

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. C	Commitment (both for subordinates and supervisors)	006	(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	6	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	6	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	9	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	6	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	6	4	3	2	1

	Total Score			54	-			
	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		
nem	Total Score		2	0				
	Average Score			4.5				

Overall r	ecommend	ation
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NEVIN A. PACADA
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Signature: Or Name of Employee: **RANILO V. GIOMAN** Performance Rating: July 1 to December 31, 2022 Aim: 1. To orient on EDATS and HRIS 2. To orient on the guidelines for filling up of SALN Proposed Interventions to Improve Performance: Date: July 1, 2022 Target Date: December 31, 2022 First Step: 1. Attended Virtual Refresher Orientation of Electronic Attendance Tracking Systems on August 19, 2022; 2. Attended In-house Training on the MIS Developed Systems at VSU-Cebu Office on October 25-27, 2022; 3. Attended Virtual Orientation on the Guidelines for Filling up of SALN on November 29, 2022 Result: Knowledge on proper procedure on the use if EDATS system and some insights to avoid data entry Hands-on experience about DTR preparation Knowledge about the guidelines for filling up of SALN Date: Target Date: Next Step: Outcome: Final Step/Recommendation:

Prepared by:

To attend seminar/training on firefighting

EVIN A. PACAL Head of Office