



1/F VSU-Cebu Building 497-E Molave St., Kamputhaw, Cebu City, Philippines Telefax: +63 032345 9270

Email: <u>vsucebu@yahoo.com</u> 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	4.54	70%	3.17
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.5	30%	1.35
		TOTAL NUM	MERICAL RATING	4.52

TOTAL NUMERICAL RATING: Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:	4.52
FINAL NUMERICAL RATING	4.52
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:

DANIEL LESLIE S. TAN
VP for Admin. & Finance

### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Ranilo V. Gioman, of the <u>VSU-Cebu Office</u> 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, 2023.

RANILO V. GIOMAN

Ratee

Approved:

NEVIN A. PACADA Head of Office

MFO & Performance	0	Tasks Assigned Tasks Assigned		Actual			ting		Remarks
Indicators (PI)	Success Indicators	l asks Assigned	Target	Accomplishments	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Remarks
STO 1: ARTA-aligned	Efficient & customer friendly frontline	Provides customer friendly customer service	0	0 complaint	5	4	5	4.67	
frontline services	service		compl	o complaint				7.07	
5 r 0 2: Innovations & New	No. of new systems/innovations/	Assists in introducing and implementing new	2	4	4	4	5	4.33	
Best Practices	proposals introduced and implemented			,			_		
GASS 1: VSU-Cebu	Percentage of RFQ's, POs, checks,	Checks, selects and serves to/retrieves							
Operation and	,	from potential suppliers procurement	100%	209	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	32	60	5	4	5	4.67	4
	items purchased & picked up	items with issued invoice(s)/OR	02					1.01	
	No. of invoices received for items	Receives and inspects(per specs) deliveries	5	9	4	4	5	4.33	
	delivered, inspected, and recorded	with invoices & records items in logbook							
	No. of trip tickets issued to pick up/	Prepares trip tickets to pick up shipment or	55	79	5	4	5	4.67	
	send transmittals with items	to send prepared transmittal with items to pier	- 00	, 0					
	No. of linkages with external agencies	Maintains linkages with external agencies	3 3	4	4	5	4.33		
	maintained							1.00	
	No. of liaisoning services requested	Facilitates/complies liaisoning services as							
	from the main campus facilitated/	requested from the main campus	4	6	5	5	4	4.67	
	complied								
	No. of incoming guests assisted at	Assists in carrying luggage, finding taxi,	64	95	4	5	4	4.33	
	the lodging house	handing over linens to guests, etc.	01	00				1.00	
	No. of docs. picked up/delivered	Picks up/Receives from or sends/delivers	22	35	4	4	5	4.33	
	from sender/to addressee	docs./items to addressee						1.00	
	No. of boat tickets purchased for	Buys boat tickets for official guests who	12	20	5	4	5	4.67	
**	official guests	are in transit in Cebu City	12	20			Ů		
	No. of weekly general cleaning	Participates in the weekly general cleaning							
	services of the VCO premises	service	8	12	5	5	4	4.67	
	perform	- 機							
	No. of maintenance/minor.repair	Assists/performs maintenance/minor repairs	25	33	5	4	5	4.67	
	services performed		20			·			
Total Over-all Rating	6							59.00	

Average Rating (Total Over-all rating Additional Points: Punctuality	Comments & Recommendations for Developmental Purposes:				
Approved Additional points (with o	copy of approval)	4.54	THEFIG MINS		
ADJECTIVAL RATING			TRAINING.		
Evaluated and Rated by:		Recommending Approval:	Approved By:		
brink		BYSAN CACHINOCOB	DANIEL LESLIE S. TAN		
NEVIN A. PACADA					
Head, VCO		Director, ØDAS	VP for Admin and Finance		
T/H/23		Date:7/24/27	Date:		
1 - Quality	3 - Timeliness				
2 - Efficiency	4 - Average				

### PERFORMANCE MONITORING & COACHING JOURNAL

	Q
1st	U
	A
2 <sup>nd</sup>	R
	Т
	E
3 <sup>rd</sup>	R
4th	

Name of Office: VSU-CEBU OFFICE

Head of Office: NEVIN A. PACADA

Number/Name of Personnel: RANILO V. GIOMAN

		MECHAN	ISM		
Activity Monitoring	Meeting			Others	Remarks
Activity Monitoring	One-on-One	Group	Memo	(Pls. specify)	Kemarks
Monitoring Requested to assist in communicating with GSD regarding their pending construction activities in VCO; Asked to have own monitoring of payments and its corresponding delivery of items; Reminded to always time in and out to avoid or at least minimize time log appeals; Requested to assist in opening gate past curfew time for guests on official		April 26, 2023 Office Meeting May 31, 2023 Office Meeting May 31, 2023 Office Meeting June 3, 2023 Office		eposity,	
travel		Meeting			
Instructed to take a picture of bank account info requested by Cash Office and send through messenger for faster communication and to avoid loss of information along the way;		Apr. 26, 2023 Office Meeting			
Suggested to look for trainings relevant to driving, and administrative support in VSU or outside the campus; Urged to prepare documents available upon pier entry		May 31, 2023 Office Meeting May 31, 2023 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



# OFFICE: THE HEAD OF PERFORMANCE MANAGEMENT AND REWARDS & RECOGNITION

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: <a href="mailto:preeo@vsu.edu.ph">preeo@vsu.edu.ph</a> Website: www.vsu.edu.ph

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2023

Poor

1

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** The performance almost always exceeds the job requirements. The staff 5 Outstanding delivers outputs which always results to best practice of the unit. He is an exceptional role model 4 The performance meets and often exceeds the job requirements Very Satisfactory 3 Satisfactory The performance meets job requirements 2 The performance needs some development to meet job requirements. Fair

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	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.	6	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	<b>4</b>	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	6	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	6	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1

	Total Score			54	7	Z.	
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			4.5			

0 " " "				
Overall recommendation				
O TOTAL TOOOTHITIOHAULOH				

Printed Name and Signature Head of Office

## EMPLOYEE DEVELOPMENT PLAN

Performance Rating: <u>RANILO V. GIOMAN</u> Signature: <u>Signature</u> : <u>Signature Signature</u> : <u>Signature</u> : <u>Signature Signature Signature Signature Signatur</u>
Aim: 1. To be aware about application of whole-of-government reengineering manual
Proposed Interventions to Improve Performance:
Date: January 1, 2023 Target Date: June 30, 2023
First Step:  Attended Virtual Awareness Seminar on Proper Application of Whole-of-Government
Reengineering Manual on January 26, 2023
Result:
Awareness about existing mechanisms of the government in streamlining government offices' processes in order to be efficient and productive
Date: Target Date:
Next Step:
Outcome:
Final Step/Recommendation: To attend seminar/training on firefighting

Prepared by:

Head of Office