## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

### PASILABAN, NOE A

Particulars (1)	Numerical Rating	Percentage Weight	Equivalent Numerical Rating (2x3)
Numerical rating per IPCR	4.00	700/	
	4.22	70%	2.95
Supervisors/Head's assessment of His contribution towards Attainment of office accomplishments	4.13	1.24	
	TOTAL NUME	4.19	

TOTAL NUMERICAL RATING:

4.19

Add: Additional Approved Points, if any:

4.19

TOTAL NUMERIAL RATING:

VS

ADJECTIVAL RATING:

Prepared by:

Reviewed by:

NOE A. PASILABAN

Name of Staff

CELSO GUMAOD

Department/Office Head

Approved:

REMBERTO A. PATINDO

Chairman, PMT

"Exhibit B"

I, NOE A. PASILABAN., of the <u>SECURITY SERVICES OFFICE</u> commit to deliver and agree to be rated on the attainment of the following targets/accomplishment in accordance with the indicated measures for the period <u>January 01 to July 31, 2019.</u>

NOE A. PASILABAN

Ratee

CELSO GUMAOD

Head, Security Office

	Program/Activities/		ACCOMP	LISHMENT			Ra	ting		
MFO / PAPS	Projects	Tasks Assigned	Target	Actual	Percentage	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</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 3. Public Safety										
PI. 1. Number of hours implementation of road traffic safety during rush hour	Traffic safety	Guide pedestrian and assist students, Faculty and Staff in crossing the highway								
MFO 4. Maintain Peace and Order										

MFO / PAPS	Program/Activities/	Tasks Assigned	ACCOMP	LISHMENT	Percentage		Ra	ting		B
WIFO/ FAFS	Projects	rasks Assigned	Target	Actual	Percentage	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Remarks
PI 1. Number of hours fixed post being manned		Checking in/out all motorized vehicle, Entering on the blotter all report incidents, Checked and assist all visitors, Checked/reprimand unlicense motorcycle driver, Received packages/money/letters and facilitate the owners to withdraw, Records trip ticket of VSU vehicles, Checking student, faculty and Staff ID's, Monitor in/out of Staff, Opening and closing of market gate including PCC and Holy spirit gate and Inspection of all stalls after closing time.	675	730	108%	5	4	4	4.333	
PI 2. Number of hours in the	Campus roving	Observed area of responsibility	100%	40	100%	4	4	4	4.00	
Campus properly roved		(AOR)								
Pl. 3. Number of orders/directives from higher office implemented	Orders/directives compliance/implementation on different memorandum	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; and Curfew policy.	2	4	200%	5	4	4	4.33	
TOTAL OVER-ALL RATING									12.66	

MFO / PAPS	Program/Activities/		Tasks Assigned ACCOMPLISHMENT Percenta		Damandana		Ra	ting		
IIII O TTATO	Projects	Tasks Assigned	Target Actual	Percentage	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Remarks	

Average Rating(Total Overall rating divided by 3)		4.22
Additional Points:		
Approved additional points(with copy of approval)	ж	
FINAL RATING		4.22
ADJECTIVAL RATING		VS

Evaluated & Rated by:

CELSO GUMAOD

Dept/Office Head

Date:

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Approved by:

REMBERTO A. PATINDOL
Vice Pres. For Admin & Finance

es. For Admin of Date

Comments & Recommendations for Development Purpose:

Protect the interest of our unit and our client without

compromise & prejudice and be honest on your action, words and thought.

### PERFORMANCE MONITORING FORM

Name of Employee: NOE A. PASILABAN

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplished	Acutal Date of Accomplish ment	Quality of Output	Over-all assessment of output**	Remarks Recommend ation
1	Manning fixed post	Effective manning of fixed post as per SOP	Refer to weekly guard detail	End of weekly Guard Detail Order	June 30, 2019	VS	Very Satisfactory	Observance of 11 General Orders
2	Campus Rooving	AOR properly observed	Refer to weekly guard detail	End of weekly Guard Detail Order	June 30, 2019	VS	Very Satisfactory	

<sup>\*</sup> Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:

CELSO/GUMAOD

**Head-Security Services Office** 

# Instrument for Performance Effectiveness of Administrative Staff Rating Period: January 1 to June 30, 2019

Name of Staff: NOE A. PASILABAN

Position: Security Guard I

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)					е	
1.	Takes charge of the post and all government properties in view.	5	4	3	2	1
2.	Walks during his tour-of-duty in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.	5	A	3	2	1
3.	Reports all violation of orders he is instructed to enforce.	5	4	3	2	1
4.	Repeats all calls from posts more distant from the guard house where he is stationed.	5	4	3	2	1
5.	Quits his post only when properly relieved.	5	4	3	2	1
6.	Receives, obeys and passes on to the relieving guard all orders from the university heads, SSO head, security officer or shift supervisors.	5	4	3	2	1
7.	Talks to no one except in line of duty.	5	4	3	2	1
8.	Gives the alarm in case of fire or disorder.	5	4	3	2	1
9.	Calls the superior officer in any case not covered by instructions.	5	4	3	2	1
10.	Salutes all university officials, his superiors, ranking public officials and commissioned officers of the Armed Forces of the Philippines.	5	4	3	2	1
11.	Especially watchful at night, and during the time of challenging, challenges all persons near his post and allows no one to pass without proper authority.	5	4	3	2	1
12.	Wears his uniform, badge, patches and insignia in a proper manner, and neat in appearance as a symbol of public trust and confidence.	*	4	3	2	1
13.	Familiarizes himself diligently with the rules and regulations laid down by the university and that of the customers or clients.	5	A	3	2	1
14.	Learns at heart or memorizes and strictly observes the laws and regulations governing the use of firearms.	5	4	3	2	1
15.	Acts at all times with decorum and does not permit personal feelings; prejudices and undue friendship to influence his actuations in the performance of his official functions.	5	4	3	2	1
	Total Score	6	11:	( )	4	- [

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B. Leadership & Management (For supervisors only to be rated by higher supervisor)	Scale					
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	
Total Score						
Average Score						

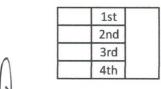
Overall recommendation	

CELSO GUMAOD Name of Head

### PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office SECURITY SERVICES OFFICE

Head of Office: CELSO GUMAOD
Name of Staff: PASILABAN, NOE A



Cianak	W.	1	0 .
Signature:	W	-	Date

Activity		MECHANISM			
Monitoring	Meetir One-on-One	g Group	Memo	Others (Pls. specify)	Remarks
Monitoring	The Head of office and shift supervisor conducted on the spot follow-up observations and inspection of detailed SG in his AOR	Participation of the SG's and admin staff meeting in the different activities conducted by the head of office	President Memo on the different university event/celebratio ns.	LOI and verbal instructions of the Universitty President and OVPAF	Security Guard concerned was informed of his assignments and properly monitored.
Coaching	The concerned staff will informed of the ourcome of the previous office performance especially concerning draw-backs on their assigned tasks. Advices were given to the concerned SG.	Security Guards attended command conference/meeting s to iron out what is best he can contribute the unit.	SSO Memo, orders and LOI issued	Weekly duty detail order was issued to concerned SG.	Narrative instruction was tiven and encouragement to do much better.

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

Conducted by:

CELSO GUMAOD

Head-Security Services Office

Noted by:

REMBERTO A. PATINDOL Vice Pres for Admin. & Finance

#### **EMPLOYEE DEVELOPMENT PLAN**

Name of Employee:

PASILABAN, NOE A

Performance Rating: O

Aim: To improve performance

Proposed Interventions to Improve Performance:

Date: January 01, 2019

Target Date: End of March 2019

First Step:  Review the Eleven General Orders	
Result:	
More aware of their respective duties and responsibilities	
Date: April 01, 2019	Target Date: End of June 2019
Next Step:	
Attendance of general meet	ing and special conference with regards to Security
operations	

Outcome: Can easily respond to any form of incident happened in the campus.

Final Step Recommendation:

Attendance of security seminars/trainings.

Conforme:

NOE A. PASILABAN Name of Ratee Staff

Prepared by

CELSO GUNIAOD Head-Security Services Office