



#### Annex P

# COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: EDUARDO D. ESTOY

| Particulars (1)   | Numerical<br>Rating<br>(2) | Percentage Weight (3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|----------------------------|-----------------------|---|
| Numerical Rating per IPCR   | 4.56                       | 70%                   | 3.19                                    |
| <ol> <li>Supervisor/Head's assessment<br/>of his contribution towards the<br/>attainment of office<br/>accomplishments</li> </ol> | 4.9                        | 30%                   | 1.5                                     |
|   | 4.69                       |                       |   |

| TOTAL | NUMERICAL RATING: |
|-------|-------------------|
|-------|-------------------|

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

Prepared by:

EDUARDO Ø. ESTOY Name of Staff 4.69

1,02

4.69

4.69

4.69

Reviewed by:

JULIUS V. ABELA

Department/Office Head

Approved:

ELWIN JAY V. YL Vice President "Exhibit B"

I,EDUARDO D. ESTOY, of the University Disaster Risk-Reduction & Management, Safety & Security Office accomplished the following targets for the period July-December 2024.

> EDUARDO D. ESTOY Ratee

Date: 01-21-25

JULIUS V. ABELA

Head, UDRRMSSO

|   | Date: 017 41-45            |  |         |         |                | Date:Z         | 91-20-         | 25   |   |
|---|----------------------------|--|---------|---------|----------------|----------------|----------------|--|---|
| MFO / PAPS  | Program/Activities/        |  | ACCOMPL | ISHMENT |                | Rating         |                |  |   |
| WIFO / FAFS   | Projects                   | Tasks Assigned   | Target  | Actual  | 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 1. Conduct Investigation on reported incidents                                    |                            |  |         |         |                |                |                |  |   |
| PI 1. Investigate all reported incidents  | Security Assistance        | Responded to all incidents reported inside the cmapus. Take blotter report, make incident report for information purposes. | 100%    | 100%    | 4              | 5              | 5              | 4.7  | Recorded in the blotter logbook and reported to the supervisors for proper action   |
| MFO 3. Safety management  |                            |  | -       |         |                |                |                |  |   |
| PI 2. Respond to all emergency calls that needs assistance PI 3. Number of University | Emergency Assistance       | Responded to all calls and emergencies that need assistance inside the campus properly                                     | 95%     | 100%    | 5              | 5              | 4              | 4.7  | All emergency calls that need assistance within the University premises have been responded to properly. Blotter the incident for information purposes. |
| events provided with security assistance  | Security Assistance        | Provision of security and safety assistance to every University events   | 3       | 3       | 5              | 5              | 4              | 4.7  | VSU Graduation, Christmas light opening and etc.  |
| PI 4. Traffic flow management<br>inside the campus                                    | security<br>Implementation |  |         |         |                |                |                | and the same of th |   |
| MFO 4. Maintain Peace and<br>Order  |                            |  |         |         |                |                |                | The section of the se |   |

|  | Program/Activities/   |  | ACCOMPL | ISHMENT | HMENT Rating   |                |                |                     |  |
|--|---|--|---------|---------|----------------|----------------|----------------|---------------------|--|
| MFO / PAPS   | Projects  | Tasks Assigned   | Target  | Actual  | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup>      | Remarks  |
| PI 1. Manning strategical fixed<br>posts   | Checking in/out of students, staff, clients, visitors and all motorized vehicle entering on the blotter all report incidents.  Received packages/letters and facilitate the owners to withdraw. Records trip ticket of VSU vehicles and logbook visitors vehicle entering the campus. |  | 100%    | 100%    | 5              | 5              | 4              | 4.7                 | Full implementation of campus protocols                        |
| PI 2. Conduct patrolling/roving within the campus and in the coastal area/VSU sanctuary  | Campus roving   | Observed area of responsibility (AOR)  | 100%    | 100%    | 4              | 5              | 4              | 4.3                 | Patrolling Area of responsibility for security and safety      |
| <u>PI. 3.</u> Implement orders/<br>directives from the top<br>management   | Orders/directives<br>compliance/implement<br>ation on different<br>memorandum circulars<br>issued by <b>OP</b> .  | 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; Curfew policy; and COVID-19 health protocols | 95%     | 100%    | 4              | 5              | 5              | 4.7                 | Implemented directives and memorandums from the top management |
| MFO 5. Administrative and Support Services Management MFO 7. Proactive Risk and  |   |  |         |         |                |                |                |                     |  |
| Disaster Management PI 1. DRRM programs/ trainings conducted in the campus in preparation to calamities/disaster TOTAL OVER-ALL RATING | Support Training  | Awareness for faculty, staff, and students for disaster preparedness   | 1       | 1       | 5              | 4              | 4              | 4.3<br><b>27.33</b> | Attended DRRM preparedness training,EOD K9 simulation          |

| MFO / PAPS                      | Program/Activities/ | T-1-8-3-1      | ACCOMPL | ISHMENT                               |
|---------------------------------|---------------------|----------------|---------|---------------------------------------|
|                                 | Projects            | Tasks Assigned | Target  | Actual                                |
| Average Rating(Total Overall    |                     |                |         |                                       |
| rating divided by 7)            |                     | 4.56           |         |                                       |
| Additional Points:              |                     |                | _       | ACCRECATE OF A PERSON NAMED IN COLUMN |
| Approved additional points(with |                     |                |         |                                       |
| copy of approval)               | XX                  |                |         |                                       |
| FINAL RATING                    |                     | 4.56           |         |                                       |
| ADJECTIVAL RATING               |                     | 0              |         |                                       |

Rating Remarks  $\mathbf{Q}^1$ Actual E<sup>2</sup>  $A^4$ Comments & Recommendations for Development Purpose: Recommended to attend security and DRRM related trainings

Evaluated & Rated by

JULIUS V ABELA

Dept/Office Head Date: 01 - 20 - 25

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

Approved by:

ELWIN JAY V. YU

Vice Pres. For Admin & Finance

Date: 01-25-25

## PERFORMANCE MONITORING & COACHING JOURNAL

|   | 1st             | Q      |
|---|-----------------|--------|
| TO THE PERSON NAMED IN COLUMN | 2 <sup>nd</sup> | A<br>R |
| 1   | 3 <sup>rd</sup> | T      |
| 1   | 4 <sup>th</sup> | E<br>R |

Name of Office: University Disaster Risk-Reduction & Management, Safety & Security Office

Head of Office: JULIUS V. ABELA

Number of Personnel: 54

|            |   | MECHANI  | SM  |  |  |  |
|------------|---|--|---|--|--|--|
| Activity   | Meeting   |  |   | Others   | -  |  |
| Monitoring | One-on-One  | Group  | Memo  | (Pls. specify)   | Remarks  |  |
| Monitoring | The Head of Office conducted emergencies/ monthly office meetings for regular updates |  | The memos issued by the top management were cascaded to everyone for the implementation | Monthly<br>accomplish<br>ment<br>reports                       | Instructed to<br>attend DRRM<br>training and<br>renew<br>security<br>(icense   |  |
| Coaching   |   | SGs are encouraged to participate in the in house DRRM related seminar workshops |   | A weekly duty detailed order was issued to all security guards | Instructed to attend DRRM related seminars and workshops and attend security-related pieces of training for regular updates of protocols |  |

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

Conducted by:

JULIUS V. ABELA Head, UDRRMSSO Noted by:

ELWIN VAY V. YU VP for Admin & Finance

#### **EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: ESTOY, EDUARDO D.

Performance Rating: 0

Aim: To gain more knowledge, enhance/develop skills, and be resilient to any kind of incident and/or disaster.

Proposed Interventions to Improve Performance:

Date: July 2024

Target Date: September 2024

First Step:

Conducted/ Facilitated in VSU Graduation and other VSU events

Result: As an organic emergency responder, they will always be ready to respond to any incident/ disaster within the campus quickly.

Date: October 2024

Target Date: December 2024

Next Step: Manning university events and attending security seminars/ trainings

Outcome: Renewal of license/Secure university events and be refreshed and updated with new security protocols and techniques

Final Step/Recommendation:

To exceed the current performance as an effective and efficient security guard and emergency responder inside the campus.

Prepared by:

JULIUS V. ABELA Head, UDRRMSSO

Conforme:

EDUARDO C. ESTOY

Name of Ratee Faculty/Staff





#### UNIVERTY DISASTER RISK-REDUCTION & MANAGEMENT, SAFETY & SECURITY OFFICE

Visca, Baybay City, Leyte, PHILIPPINES Telephone: local 1111, 1112, 1113, 1129 Email: drrm@vsu.edu.ph Website: www.vsu.edu.ph

### Instrument for Performance Effectiveness of Administrative Staff

| Rating Period: <u>JU</u> | LY-DECEMBER 2024 |           |          |          |  |
|--------------------------|------------------|-----------|----------|----------|--|
| Name of Staff: Ed        | uardo D. Estoy   | Position: | Security | Guard II |  |

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 star 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)  |     | 5  | Scale | Э |   |
|------|---|-----|----|-------|---|---|
| 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-<br>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   |     | S  | 9     |   | 1 |

|    | B. Leadership & Management (For supervisors only to be rated by higher supervisor)  |    |   |    |   |   |
|----|---|----|---|----|---|---|
| 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.  |    | 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 | 10 | 4 | 3  | 2 | 1 |
|    | Total Score   |    | 9 | -3 |   |   |
|    | Average Score   |    | 4 | .8 | 2 |   |

| Overall | recommend    | ation |
|---------|--------------|-------|
| OVOIGII | rocommittena | ation |

Printed Name and Signature Head, UDRRMSSO