

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **RYSAN C. GUINOCOR**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.87	70%	3.409
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.446
TOTAL NUMERICAL RATING			4.855

TOTAL NUMERICAL RATING: 4.855

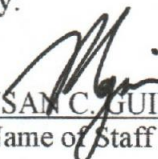
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

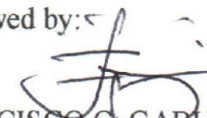
FINAL NUMERICAL RATING 4.855

ADJECTIVAL RATING: 0

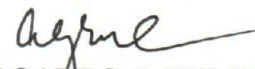
Prepared by:


RYSAN C. GUINOCOR
Name of Staff

Reviewed by:

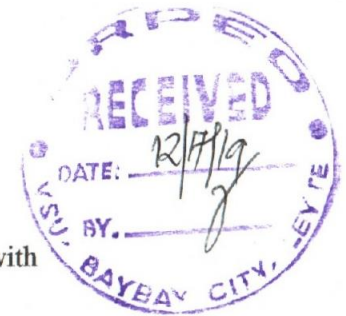

FRANCISCO G. GABUNADA JR.
Department/Office Head

Approved:


EDGARDO E. TULIN
President

CP/11781
4/21

Exhibit B



INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Atty. Rysan C. Guinocor, Head of Legal Office commits 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, 2019 to June 30, 2019


RYSAN C. GUINOCOR
RATEE

Approved:


FRANCISCO G. GABUNADA JR.
Executive Assistant

MFOs/PAFs	Success Indicator	Tasks Assigned	Target Jan- June 2019	Accomplishment		Rating				Remarks
				Actual Accomplishment	Percentage	Q ¹	E ²	T ³	A ⁴	
OP MFO 2: Administrative services										
Legal Office MFO 1: Administrative and Support Services Management										
PI 1: Efficient legal services management	A1. Efficient and customer friendly assistance	T1: Entertains clients needs promptly, efficiently and effectively	no complaint	no complaint		5	5	5	5	
	A2. Legal opinions/ comments preparation	T2: Prepares legal opinions/ rulings/comments referred by the Office of the President and other key officials	15	19		5	5	4	4.67	
	A.3: Counselling/ consultancy services	T3: Extends legal counselling/ consultancy services to faculty, staff and students	50	55		5	5	5	5	

Control No. 186

		T4: Acts on violations of the provisions of agreements/contracts	2	2		5	4	5	4.67	
	A.5 Meetings/advice extended	T5: Attends BOR/UADCO meetings per request by the President	100% attendance	100% attendance		5	5	5	5	
	A.6 Membership in committees/boards	T6: Attends meetings of BAC, PMT, VSU Admin. Scholarship and VSU Housing Com. as member	12	16		5	5	5	5	
Legal Office MFO 2: Legal Documents Preparations										
PI 2: Efficient preparation of legal documents	A.7 Review/ Notarization of legal documents	T7: Files appeals/ memorandum within the time frame whenever applicable	100%	100%		5	5	4	4.67	
		T8: Prepares/reviews/ notarizes MOAs, contracts and other legal documents within 2 days from receipt	400	477		5	5	4	4.67	
Legal Office MFO 3: Legal information/dissemination services										
PI 3: Conduct of trainings/lectures/orientation seminars	A8. Lectures/seminars conducted/facilitated	T9: Conducts lectures/ seminars to Faculty, Staff and Students including VSU external campuses	3	5		5	5	5	5	
		T10: Acts as resource person over Radio Station DYDC, Visca, Baybay City, Leyte	2 hours	2 hours		5	5	5	5	
Legal Office MFO 4: Land management & monitoring services										
PI 4: Settlement of land problems	A9. Invites squatters/ complainant for verification/settlement	T11: Settles complaints against VSU squatters within 30 days	2	0		5	5	5	5	

		T12: Verifies/follow up application for special patent	1	1		5	5	4	4.67	
Legal Office MFO 5: Implementation of Anti-Red Tape Law										
PI 5: Evaluation of complaints dropped at suggestion boxes	A10. Suggestion boxes monitored/evaluated	T13: Sends communications to department/unit heads concerned to verify what actions done on the complaint/comments	10	11		5	5	5	5	
Total Over-all Rating						65	64	61	63.35	
Average Rating :						5	4.9	4.69	4.87	
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING						5	4.9	4.69	4.87	
ADJECTIVAL RATING										

Evaluated & Rated by:

FRANCISCO G. GABUNADA JR.
Executive Assistant

Date: _____

Record by:

[Signature]

Approved by:

[Signature]
EDGARDO E. TULIN
President

Date: _____

Comments & Recommendations for Development Purposes:

attend trainings/seminars on Administrative, CSC laws based updates

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: LEGAL OFFICE

Head of Office: ATTY. RYSAN C. GUINOCOR

Number of Personnel: 3

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	G. Duran <i>retirable</i> C.M. Martinez - remind the monthly submission of the notarial documents				
Coaching	J G. Duran <i>retirable</i> CM. Martinez -document preparation for notarial				

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

Conducted by:

ATTY. RYSAN C. GUINOCOR

Immediate Supervisor

Noted by:

FRANCISCO G. GABUNADA JR.

Next Higher Supervisor

PERFORMANCE MONITORING & COACHING JOURNAL

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

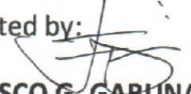
Name of Office: LEGAL OFFICE


Head of Office: ATTY. RYSAN C. GUINOCOR

Number of Personnel: 3

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Discussion on Progress of work				
Coaching	Discuss problems related to office functions and identify solutions				

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

Conducted by: 
FRANCISCO G. GABUNADA JR.
 Immediate Supervisor

Noted by: 
EDGARDO E. TULIN
 Next Higher Supervisor

PERFORMANCE MONITORING FORMName of Employee: **RYSAN C. GUINOCOR**


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	T1: Entertains clients needs promptly, efficiently and effectively	No complaint	Jan. 3, 2019	June 30, 2019	June 26, 2019	very impressive	Outstanding	
2	T2: Prepares legal opinions/ rulings/comments referred by the Office of the President and other key officials	15	Jan. 3, 2019	June 30, 2019	June 26, 2019	very impressive	Outstanding	
3	T3: Extends legal counselling/ consultancy services to faculty, staff and students	50	Jan. 3, 2019	June 30, 2019	June 26, 2019		very satisfactory	
6	T4. Acts on violations of the provisions of agreements/contracts	2	Jan. 3, 2019	June 30, 2019	June 26, 2019	impressive	very satisfactory	
7	T5: Attends BOR/UADCO meetings per request by the President	100%	Jan. 3, 2019	June 30, 2019	June 26, 2019	impressive	very satisfactory	
8	T6: Attends meetings of BAC, PMT, AdPA, VSU Admin. Scholarship and VSU Housing Com. as member	12	Jan. 3, 2019	June 30, 2019	May 7, 2019	very impressive	Outstanding	
9	T7: Files appeals/ memorandum within the time frame whenever applicable	100%	Jan. 3, 2019	June 30, 2019	June 28, 2019	very impressive	Outstanding	
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
10	T8: Prepares/reviews/ notarizes MOAs, contracts and other legal documents within 2 days from receipt	400	Jan. 3, 2019	June 30, 2019	June 26, 2019	impressive	very satisfactory	
11	T9: Conducts lectures/seminars to Faculty, Staff and Students including VSU	3	Jan. 3, 2019	June 30, 2019	April 12, 2019	impressive	very satisfactory	

	external campuses							
12	T10: Acts as resource person over Radio Station DYDC, Visca, Baybay City, Leyte	2 hours	Jan. 3, 2019	June 30, 2019	May 28, 2019	impressive	very satisfactory	
13	T11: Settles complaints against VSU squatters within 30 days	2	Jan. 3, 2019	June 30, 2019	March 20 2019	impressive	very satisfactory	
14	T12: Verifies/follow up application for special patent	1	Jan. 3, 2019	June 30, 2019	June 30, 2019	impressive	very satisfactory	
15	T13: Sends communications to department/unit heads concerned to verify what actions done on the complaint/comments	10	Jan. 3, 2019	June 30, 2019	May 22, 2019			

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

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

Prepared by:


FRANCISCO G. GABUNADA JR.
 Immediate Supervisor


TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				1 st Month	2 nd Month	3 rd Month	4 th Month	5 th Month	6 th Month	
MFO I. Administrative and legal services										
	PI.1: Efficient & customer friendly assistance	R.C. Guinocor G. Duran C. M. Martinez	January -June	130	66	250		126	277	
	PI.2: No. of legal opinions/rulings/ comments released within 5 days from receipt of request	R.C. Guinocor G. Duran	January -June			2	1		2	
	PI.3: No. of faculty and staff/students counseled/ advised	R.C. Guinocor G. Duran	January -June	8	15	3	7	16	8	
	PI.4: No. of violations of the provisions of MOA/contracts acted	R.C. Guinocor J G. Duran C. M. Martinez	January -June	1		1				
	PI.5: Percentage of BOR/UADCO meeting attended/assisted per request by the President	R.C. Guinocor	January -June		1					
	PI.6: No. of violations of the provision issued: OP Memorandum/Circulars	R.C. Guinocor G. Duran C. M. Martinez	January -June	2	1		1		1	

MFO 2. Legal documents preparation										
	PI.7: Percentage of appeals/ memoranda prepared and filed within the time frame whenever applicable	R.C. Guinocor G. Duran	January -June		2		2			
	PI.8: No. of legal documents notarized /facilitated (contracts, agreements, affidavits, etc.) and certifications of no pending case issued/released within 2 days.	R.C. Guinocor G. Duran C. M. Martinez	January -June		1	226	4	65	181	
	PI. 9: No. of legal documents administered (SALN, CSC Form re: no pendency, etc.)	R.C. Guinocor G. Duran C. M. Martinez	January -June	114	171	132	245	204	58	
	PI.10: No. of MOA/MOU and other legal documents prepared/reviewed corrected and released within three (3) days	R.C. Guinocor G. Duran C. M. Martinez	January -June	130	65	48	46	56	150	
MFO 3. Legal information/ dissemination services										
	PI.11: No. of lectures/ seminars conducted to Faculty, Staff and Students including VSU external campuses	R.C. Guinocor G. Duran	January -June	1	1	1	2			

MFO 4. Land Management and monitoring services										
	PI.12: No. of university complaints against squatters settled within 30 days	R.C. Guinocor G. Duran	January -June							
	PI.13: No. of application for special patent prepared/filed	R.C. Guinocor G. Duran	January -June	On going	On going	On going	On going	On going	On going	
MFO 5. Implementation of Anti-Red Tape Law										
	PI.14: No. of suggestions comments dropped at the suggestion boxes acted	R.C. Guinocor G. Duran C. M. Martinez	January -June	3	4	1	3			

Prepared by:


ATTY. RYS N. C. GUINOCOR
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **RYSAN C. GUINOCOR**

Performance Rating: **Outstanding**

Aim: Obtain post-graduate degree

Proposed Interventions to Improve Performance:

Date: _____ Target Date: December 2019

First Step: Continue enrolling in post-graduate studies (Master of Arts in Public Management and Development)

Result: Earned credits leading to Master of Arts in Public Management and Development

Date: _____ Target Date: December 2020

Next Step: Continue pursuing Master of Arts in Public Management and Development

Outcome: Obtain post-graduate degree and knowledge which can be used to improve exercise of function.

Final Step/Recommendation:

Pursue Master of Arts in Public Management and Development

Prepared by:


FRANCISCO G. GABUNADA

Unit Head

Conforme:


RYSAN C. GUINOCOR

Ratee

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January- June 2019

Name of Staff: RYSAN C. GUINOCOR Position: ATTORNEY IV

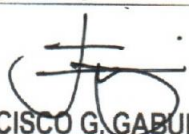
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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. Commitment (both for subordinates and supervisors)		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		58				
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		24				
Average Score		4.82				

Overall recommendation :


FRANCISCO G. GABUNADA JR.
 Name of Head