

## 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:pree@vsu.edu.ph">pree@vsu.edu.ph</a> 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	4.58	70%	3.20
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
	4.57			

T	0	TA	1L	NUMERICAL RATING:	

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

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

4.57

4.57

**VERY SATISFACTORY** 

Prepared by:

RANILO V. GIOMAN

Name of Staff

Reviewed by

NEVIN A. PACADA

Head, VCC

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 <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 July 1 - December 31, 2021.

RANILO V. GIOMAN Ratee Approved:

NEVIN A. PACADA

**Head of Office** 

MFO & Performance	Success Indicators	Tasks Assigned T		Actual			ting		Remarks
Indicators (PI)	Success mulcators	l daka Assiglied	Target	Accomplishments	Q1	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Remains
STO 1: ARTA-aligned	Efficient & customer friendly frontline	Provides customer friendly customer service	0	0 complaint	4	5	5	4.67	
frontline services	service		compl	o complaint				4.07	
2: Innovations & New	No. of new systems/innovations/	Uses messenger as tool in receiving and	1	1	5	4	5	4.67	
Best Practices	proposals introduced and implemented		'	'				4.07	
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%	148	5	4	4	4.33	
Management	served and retrieved from suppliers	docs. received from VSU-Main							
	No. of invoices/ORs issued with	Picks up/handcarries urgent purchased	8	20	5	5	5	5.00	
	items purchased & picked up	items with issued invoice(s)/OR		20		J		3.00	
	No. of invoices received for items	Receives and inspects(per specs) deliveries	5	14	4	4	5	4.33	
	delivered, inspected, and recorded	with invoices & records items in logbook		17		7		4.00	
	No. of trip tickets issued to pick up/	Prepares trip tickets to pick up shipment or	44	50	5	5	5	5.00	
	send transmittals with items	to send prepared transmittal with items to pier		00		0	J	0.00	
	No. of linkages with external agencies	Maintains linkages with external agencies	2	2	4	4	5	4.33	
	maintained					7	0	4.00	
	No. of liaisoning services requested	Facilitates/complies liaisoning services as							
	from the main campus facilitated/	requested from the main campus	2	10	5	4	5	4.67	
	complied								
	No. of incoming guests assisted at	Assists in carrying luggage, finding taxi,	4	10	5	4	4	4.33	
	the lodging house	handing over linens to guests, etc.		10				4.00	
	No. of docs. picked up/delivered	Picks up/Receives from or sends/delivers	23	34	4	5	4	4.33	
	from sender/to addressee	docs./items to addressee	2.9	01	,		,	1.00	
	No. of boat tickets purchased for	Buys boat tickets for official guests who	0	0					Due to
	official guests	are in transit in Cebu City							COVID-19
	No. of weekly general cleaning	Participates in the weekly general cleaning							
	services of the VCO premises	service	12	23	5	4	5	4.67	
	perform								
	No. of maintenance/minor repair	Assists/performs maintenance/minor repairs	120	158	5	4	5	4.67	
	services performed		120	100	0	7			
Total Over-all Rating								55.00	

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Average Rating (Total Over-all rating Additional Points: Punctuality	divided by 12)	4.58	Comments & Recommendations for Developmental Purposes:
Approved Additional points (with o	copy of approval)		
FINAL RATING		4.58	
ADJECTIVAL RATING		vs	
Evaluated and Rated by:	Recor	nmending Approval:	Approved By:
NEVINA. PACADA Head, VCO		N. G. GUINOCOR or ODAS	DANIEL LESLIE S. TAN VP for Admin and Finance
			Date:
1 - Quality	3 - Timeliness		
2 - Efficiency	4 - Average		



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#### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: \_\_July - December 2021\_

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	<b>Descriptive Rating</b>	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	0	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					1	
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	9	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	9	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.	9	4	3	2	1	
7.	Keeps accurate records of her work which is easily retrievable when needed.	6	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	6	4	3	2	1	
10.					2	1	
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment					1	
12.	Willing to be trained and developed	5	4	3	2	1	

	Total Score			55	30.			
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		
21.5	Total Score		0					
	Average Score		4.58					

Overall recommendation	:	(EherAli			
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NEVIN A. PACADA
Printed Name and Signature
Head of Office

### PERFORMANCE MONITORING & COACHING JOURNAL

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1st	U
	A
2 <sup>nd</sup>	R
	T
	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

		MECH	ANISM			
Activity Manitoring		Meeting		Othors (Die		
Activity Monitoring	One- on-One	Group	Memo	Others (Pls. specify)	Remarks	
Monitoring						
Check with him monthly for		Office Monthly				
what has been		meeting				
accomplished and for our						
planned activities to						
accomplish;						
Require to		July 12, 2021				
submit data of		Office meeting				
accomplishments monthly						
for reporting purposes						
Coaching		July 12, 2021				
Instructed on accepted		Office Meeting				
forms of OR when						
purchasing good/services;						
Reminded on the proper						
acknowledgement of PO;						
Invited staff for vaccination		September 9,				
to avoid COVID-19;		2021 Office				
Suggested when to take a		Meeting				
leave;		June 15, 2021				
Shared preliminaries before		Office Meeting				
serving payment checks to						
suppliers;						
Shared ways on how to		December 9,				
identify guests as student,		2021 Office				
staff, or alumni		Meeting				

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

Conducted by:

Immediate Supervisor

Noted by:

RYSAN'C. GUINOCOR Next Higher Supervisor

### EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RANILO V. GION December 1997	
Aim: 1. To be well aware of his duties a	nd responsibilities as University driver
2. To enhance his knowledge on g	rowing and maintaining ornamental plants
Proposed Interventions to Improve Perform	mance:
Date: July 1, 2021 Targ	get Date: December 31, 2021
First Step:	
1. Invite to virtual orientation on RA	6713 and Duties and Responsibilities
2. Observe with existing big gardens	in Baybay, Leyte for proper maintenance of
ornamental plants	
Result:	
Knowledged applied to his day-to-da	y job
Date: Targe	t Date:
Next Step:	
Outcome:	
Final Step/Recommendation: To attend seminar/training on firefighting	

Prepared by: