



**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
<b>TOTAL NUMERICAL RATING</b>			<b>4.57</b>

TOTAL NUMERICAL RATING: \_\_\_\_\_

**4.57**

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING \_\_\_\_\_

**4.57**

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, ODAS

Approved:

  
**DANIEL LESLIE S. TAN**  
VP for Admin. & Finance

**RANILO V. GIOMAN**  
Ratee


**NEVIN A. PACADA**  
**Head of Office**

[illegible]




<b>Average Rating (Total Over-all rating divided by 12)</b> <b>Additional Points:</b> Punctuality Approved Additional points (with copy of approval) <b>FINAL RATING</b> <b>ADJECTIVAL RATING</b>	4.58	<b>Comments &amp; Recommendations for Developmental Purposes:</b>
	4.58	
	VS	

Evaluated and Rated by:

  
**NEVIN A. PACADA**  
 Head, VCO

Recommending Approval:

  
**RYSAN C. GUINOCOR**  
 Director, ODAS

Approved By:

  
**DANIEL LESLIE S. TAN**  
 VP for Admin and Finance

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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



## 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	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		55				
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		4.58				

Overall recommendation : \_\_\_\_\_

  
**NEVIN A. PACADA**

Printed Name and Signature  
Head of Office

## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: VSU-CEBU OFFICE

Head of Office: NEVIN A. PACADA

Number/Name of Personnel: RANILO V. GIOMAN

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

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

Conducted by:

NEVIN A. PACADA

Immediate Supervisor

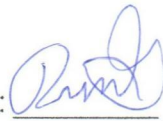
Noted by:

RYSAN C. GUINOCOR

Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **RANILO V. GIOMAN**  
Performance Rating: **July 1 to December 31, 2021**

Signature: 

- Aim: 1. To be well aware of his duties and responsibilities as University driver  
2. To enhance his knowledge on growing and maintaining ornamental plants

Proposed Interventions to Improve Performance:

Date: July 1, 2021

Target 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:

Knowledge applied to his day-to-day job

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:

---

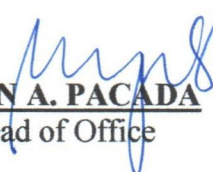
---

---

Outcome:

Final Step/Recommendation:  
To attend seminar/training on firefighting

Prepared by:

  
**NEVIN A. PACADA**  
Head of Office