



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: ESPINOSA, ANTONIO C.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4	70%	2.8
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
TOTAL NUMERICAL RATING			4.17

TOTAL NUMERICAL RATING: 4.17
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.17

FINAL NUMERICAL RATING 4.17

ADJECTIVAL RATING: VS

Prepared by:
ANTONIO C. ESPINOSA
Name of Staff

Reviewed by:
DARIO P. LINA
OIC-Head, Security Services Management Office

Recommending Approval:
REMBERTO A. PATINDOL
Vice President for Admin & Finance

Approved:
REMBERTO A. PATINDOL
Chairman, PMT

MFO / PAPS	Program/Activities/ Projects	Tasks Assigned	ACCOMPLISHMENT		Percentage	Rating				Remarks
			Target	Actual		Q ¹	E ²	T ³	A ⁴	
PI 1. Number of hours fixed post being manned	Manning fixed Post (Post 1,2, Administration Building and Market area)	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	800	118.5%	4	4	4	4	
PI 2. Number of hours in the Campus properly roved	Campus roving	Observed area of responsibility (AOR)	375	300	80.00%	4	4	4	4.00	
PI. 5. Number of orders/directives from higher office implemented	Orders/directives compliance/implementation on different memorandum circulars issued by OP.	Apprehend/reprimand violators on vandalism; Picking fruits, flowers, plants, etc. on campus without permission; Public disturbance; Trespassing; Littering; Intrusion VSU properties; No smoking policy; Improper disposal of solid waste; and Curfew policy.	100%	2	100%	4	4	4	4.00	

MFO / PAPS	Program/Activities/ Projects	Tasks Assigned	ACCOMPLISHMENT		Percentage	Rating				Remarks
			Target	Actual		Q ¹	E ²	T ³	A ⁴	
<u>MFO 5. Administrative and Support Services Management</u>										
	PI 6. Conduct census of housing unit inside the campus	Conduct census of the housing unit inside VSU campus for an update for keeping safe and secure the VSU for people who will enter the campus everyday.	8	8	100%	4	4	4	4	
TOTAL OVER-ALL RATING									20	

Average Rating(Total Overall rating divided by 5)		4.00
Additional Points:		
Approved additional points(with copy of approval)	XX	
FINAL RATING		4.00
ADJECTIVAL RATING		VS

Comments & Recommendations for Development Purpose:

Must be more active to participate training and seminars to improve personal interaction with co-workers

Evaluated & Rated by:

DARIO P. LINA
Dept/Office Head

Approved by:

REMBERTO A. PATINDOL
Vice Pres. For Admin & Finance

Date:

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

PERFORMANCE MONITORING FORM

Name of Employee: ANTONIO C. ESPINOSA

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	Manning fixed post	Effective manning of fixed post as per SOP	Refer to weekly guard detail	End of weekly Guard Detail Order	01 Jan 2020 - 30 June 2020	VS	Very Satisfactory	Observance of 11 General Orders
2	Campus Roving	AOR properly observed	Refer to weekly guard detail	End of weekly Guard Detail Order	01 Jan 2020 - 30 June 2020	VS	Very Satisfactory	

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

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

Prepared by:


DARIO P. LINA
 OIC-Head, SSMO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ESPINOSA, ANTONIO C.
Performance Rating: VS

Aim: To improve performance

Proposed Interventions to Improve Performance:

Date: January 01, 2020 Target Date: End of March 2020

First Step: Review the Eleven General Orders

Result: More aware of his duties and responsibilities as Security Guard in VSU.

Date: April 1, 2020 Target Date: End of June 2020


Next Step: Attend meetings with regards to Security operations and proper guarding of the VSU premises.

Outcome: Can easily respond to any form in incident happened inside the VSU premises


Final Step/Recommendation:

Attend Security Seminars/Training

Prepared by:


DARIO P. LINA
OIC- Head, SSMO

Conforme:


ANTONIO C. ESPINOSA
Name of Ratee Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 2020 to June 2020

Name of Staff: ESPINOSA, ANTONIO C. Position: SECURITY GUARD I

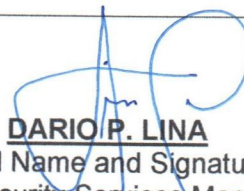
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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)		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	5	4	3	2	1

12. Willing to be trained and developed	5	4	3	2	1
Score	Total				
	56				
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				
	78				
	Average Score				
	4.58				

Overall recommendation : _____



DARIO P. LINA
 Printed Name and Signature
 OIC-Head, Security Services Management Office