

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Staff: RITCHIE F. GUEVARRA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical rating per IPCR	3.89	70%	2.72
2. Supervisors/Head's assessment of His contribution towards Attainment of office accomplishments	3.80	30%	1.14
TOTAL NUMERICAL RATING			3.86

TOTAL NUMERICAL RATING: 3.86
Add: Additional Approved Points, if any:
TOTAL NUMERIAL RATING: 3.86

ADJECTIVAL RATING: VS

Prepared by:


RITCHIE F. GUEVARRA
Name of Staff

Reviewed by:


CELSO GUMAOD
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

I, RITCHIE F. GUEVARRA., of the SECURITY SERVICES AND MANAGEMENT OFFICE 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 to December 31, 2017.

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Ratee

Head, Security Office

[illegible]

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.	250	400	160%	4	4	4	
PI 2. Number of hours in the Campus properly roved	Campus roving	Observed area of responsibility (AOR)							
PI. 3. 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 prrproperties; No smoking policy; Improper disposal of solid waste; and Curfew policy.	12	12	100%	4	4	4	
TOTAL OVER-ALL RATING									11.666

Average Rating(Total Overall rating divided by 3)		3.89
Additional Points:		
Punctuality	xx	
Approved additional points(with copy of approval)	xx	
FINAL RATING		3.89
ADJECTIVAL RATING		VS

Received by:

Calibrated by:

Recommending Approval:

Approved by:


JERESITA L. QUIÑANOLA


REMBERTO A. PATINDOL


REMBERTO A. PATINDOL


EDGARDO E. TULIN

PRPEO

PMT Chairman

Vice Pres. For Admin & Finance

President

Date:

Date:

Date

Date

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1 to December 31, 2017Name of Staff: RITCHIE F. GUEVARRAPosition: Security Guard

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.

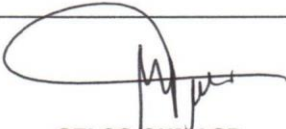
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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.	Takes charge of the post and all government properties in view.	5	4	3	2	1
2.	Walks during his tour-of-duty in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.	5	4	3	2	1
3.	Reports all violation of orders he is instructed to enforce.	5	4	3	2	1
4.	Repeats all calls from posts more distant from the guard house where he is stationed.	5	4	3	2	1
5.	Quits his post only when properly relieved.	5	4	3	2	1
6.	Receives, obeys and passes on to the relieving guard all orders from the university heads, SSO head, security officer or shift supervisors.	5	4	3	2	1
7.	Talks to no one except in line of duty.	5	4	3	2	1
8.	Gives the alarm in case of fire or disorder.	5	4	3	2	1
9.	Calls the superior officer in any case not covered by instructions.	5	4	3	2	1
10.	Salutes all university officials, his superiors, ranking public officials and commissioned officers of the Armed Forces of the Philippines.	5	4	3	2	1
11.	Especially watchful at night, and during the time of challenging, challenges all persons near his post and allows no one to pass without proper authority.	5	4	3	2	1
12.	Wears his uniform, badge, patches and insignia in a proper manner, and neat in appearance as a symbol of public trust and confidence.	5	4	3	2	1
13.	Familiarizes himself diligently with the rules and regulations laid down by the university and that of the customers or clients.	5	4	3	2	1
14.	Learns at heart or memorizes and strictly observes the laws and regulations governing the use of firearms.	5	4	3	2	1
15.	Acts at all times with decorum and does not permit personal feelings; prejudices and undue friendship to influence his actuations in the performance of his official	5	4	3	2	1

functions.					
Total Score	57 / 15= 3.80				

B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)	Scale				
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
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
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
Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
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					
Average Score					

Overall recommendation : _____


CELSON GUMAOD
 Name of Head