

CE OF THE HEAD OF **RFORMANCE MANAGEMENT AND REWARDS & RECOGNITION**

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: odhard@vsu.edu.ph Website: www.vsu.edu.ph

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

MANAGBANAG, ARCHIE B.

| Particulars (1) | ranicioal reicentage weight | | |
|---|-----------------------------|----------------|------|
| Numerical Rating per IPCR | 4.80 | 70% | 3.36 |
| Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.76 | 30% | 1.42 |
| | TOTAL NUM | IERICAL RATING | 4.78 |

4.78

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

4.78

FINAL NUMERICAL RATING

4.78

ADJECTIVAL RATING:

0

Prepared by:

Reviewed by:

ARCHIE B. MANAGBANAG

Name of Staff

JULIUS V. ABELA Head, OUDRRM

Recommending Approval:

REMBERTO A. PATINDOL

Vice President for Admin & Finance

Approved:

REMBERTO A. PATINDOL

Chairman, PMT

"Exhibit B"

I, ARCHIE B. MANAGBANAG, of the Office of University Disasted and Risk-Reduction Management accomplished the following targets for the period January - June 2021.

ARCHIE B. MANAGBANAG

Ratee

JULIUS V. ABELA Head, OUDRRM

| MFO / PAPS | Program/Activities/ | Tasks Assigned | ACCOMPLISHMENT | | | Ra | ating | | |
|--|----------------------|--|----------------|--------|---|----------------|----------------|----------------|--|
| | Projects | Tasks Assigned | Target | Actual | Q ¹ | E ² | T ³ | A ⁴ | Remarks |
| UMFO 6 General Administration and Support Services (GASS) | | | | | | | | | |
| VPAF MFO 7: Security Services and Management Office | | | | | | | | | |
| Security Services Management MFOs: | | | | | | | | | |
| MFO 3. Safety management | | | | | RED (REAL PROPERTY AND A SUBSECTION ASSESSMENT) | | | | - |
| PI 2. All emergency calls that needs assistance was responded | Emergency Assistance | Respond to the emergency happening within the University premises. Take blotter report, make incident report for information purposes. | 95% | 95% | 4 | 5 | 4 | 4.33 | Responded all incident within VSU perimeter |
| MFO 4. Maintain Peace and Order | | | | | | | | | |

| ITII O / I AL O | Projects | I dana maalylicu | Target | Actual | Q^1 | E ² | T ³ | A ⁴ | IVellialva |
|---|---|--|---------|---------|-------|----------------|----------------|----------------|---|
| UMFO 6 General Administration and Support Services (GASS) | | | | | | | | | |
| PI 1. Number of hours each fixed post being manned | Manning fixed Post (Post 1,2, Administration Building and Market area) | facilitate the owners to widraw, 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. | 745 hrs | 904 hrs | 5 | 5 | 5 | 5 | Manning the fixed post |
| <u>Pl. 4.</u> 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 prroperties; No smoking policy; Improper disposal of solid waste; Curfew policy; and COVID-19 health protocols | 95% | 95% | 4 | 5 | 5 | 4.6667 | Implemented all directived, rules and regulations from the top management |
| MFO 5. Administrative and Support Services Management | | | | | | | | | |
| Pl. 4. Thermal Scanning of staff and personnel coming inside the campus | COVID-19 health protocols | Continuous thermal scanning of all personnel, visitors and clients who will enter the campus | 90% | 90% | 5 | 5 | 5 | 5 | Health Protocol |
| Pl. 5. Tire disinfection of all the vehicle who are from outside VSU that will enter the campus | L COVID-19 nealin protocols 1 | Continuous tire disinfection of all outside VSU vehicles who will enter the campus | 90% | 90% | 5 | 5 | 5 | 5 | Health Protocol |
| TOTAL OVER-ALL RATING | | | | | | | | 24.00 | |

| IIII O / I AI O | Projects | I dana maalylieu | Target | Actual | Q ¹ | E ² | T ³ | A ⁴ | I/GIIIaI NƏ |
|---|----------|------------------|--------|--------|----------------|----------------|----------------|----------------|-------------|
| UMFO 6 General Administration and Support Services (GASS) | | | | | | | | | |

| Average Rating(Total Overall rating divided by 5) | | 4.80 |
|---|----|------|
| Additional Points: | | |
| Approved additional points(with copy of approval) | хх | |
| FINAL RATING | | 4.80 |
| ADJECTIVAL RATING | | 0 |

Comments & Recommendations for Development Purpose:

Must attend duly required trainings and seminars for safety and security development.

Evaluated & Rated by:

JULIUS V. ABELA
Dept/Office Head

Date:

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Approved by:

REMBERTO A. PATINDOL

Vice Pres. For Admin & Finance Date:

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **ARCHIE B. MANAGBANAG**

| Task No. | Task Description | Expected Output | Date Assigned | Expected Date to Accomplish | Actual Date accomplished | Quality of Output* | Over-all assessment of output** | Remarks/ Recommen dation |
|-------------|--|---|--|--|-------------------------------|--------------------|---------------------------------|---|
| 1 | Manning fixed post and patrolling AOR | Effectively and efficiently manning of fixed post as per SOP | Refers to their monthly Duty Detail Report | End of weekly Guard Detail Order | 01 Jan 2021 – 30 June 2021 | VS | Very Satisfactory | Attend duly required trainings and seminars for safety and security development |
| 2 | Thermal Scanning and/or QR Code Scanning | Checking all individuals that enters the campus | Year 2020-2021 | Continuous | Year 2021 | VS | Very Satisfactory | 32.0.0pmont |

Prepared by:

Head, OUDRRM

^{*} Either very impressive, impressive, needs improvement, poor, very poor ** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor





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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 2021 to June 2021

Name of Staff: ARCHIE B. MANAGBANAG 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. Engine

| 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) | | (| Sca | le | |
|----|---|-----|---|-----|----|---|
| 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 | 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 | 6 | | 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 |
| 0. | 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 |
| 1. | Accepts objective criticisms and opens to suggestions and innovations for | 5 | 4 | 3 | 2 | 1 |

| | improvement of his work accomplishment | T | T | | T | T |
|------|---|------|---|------|---|---|
| 12. | Willing to be trained and developed | (5) | 4 | 3 | 2 | + |
| | Score | | | 58 | | |
| B. L | eadership & Management (For supervisors only to be rated by higher supervisor) | | 5 | Scal | е | |
| 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 | |
| 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 | |
| 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 | |
| 4. | Accepts accountability for the overall performance and in delivering the output required of his/her unit. | 5 | 4 | 3 | 2 | |
| 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 | Ç | 4 | 3 | 2 | |
| | Total Score | | (| 81 | | |
| | Average Score | 4-76 | | | | |

Overall recommendation

JULIUS V. ABELA
Printed Name and Signature
Head, OUDRRM