



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: RYSAN C. GUINOCOR

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.92	70%	3.44
2. Supervisor/Head's assessment of his contribution towards the attainment of office accomplishments	5.00	30%	1.50
TOTAL NUMERICAL RATING			4.94

TOTAL NUMERICAL RATING: 4.94

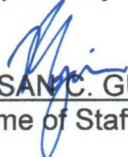
Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

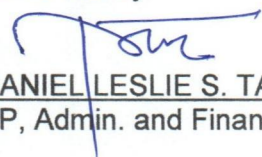
FINAL NUMERICAL RATING 4.94

ADJECTIVAL RATING: OUTSTANDING


Prepared by:


RYSAN C. GUINOCOR
Name of Staff

Reviewed by:


DANIEL LESLIE S. TAN
VP, Admin. and Finance

Approved:


EDGARDO E. TULIN
President



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **RYSAN C. GUINOCOR**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per OPCR Office of the Director for Administrative Services	4.89	80%	3.91
2. Numerical Rating per OPCR Office of the Head for General Services	4.93	20%	0.99
TOTAL NUMERICAL RATING			4.90

TOTAL NUMERICAL RATING: 4.90

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.90

ADJECTIVAL RATING: Outstanding

Prepared by:


RYSAN C. GUINOCOR
Name of Staff

Reviewed by:


DANIEL LESLIE S. TAN
VP, Admin & Finance


Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **RYSAN C. GUINOCOR**, Director for the Administrative Services Office and OIC-Head General Services Office commits to deliver and agree to rated on the attainment of the following accomplishments in accordance with the indicated measures for the period of January - June 30, 2023.

RYSAN C. GUINOCOR
RATEE

Approved: 
DANIEL LESLIE S. TAN
VP for Admin. & Finance

MFOs/PAPs	Success Indicator	Tasks Assigned	Target January-December 2023	Accomplishment		Rating				Remarks
				Actual Accomplishment	Percentage	Q ¹	E ²	T ³	A ⁴	
ADMINISTRATIVE SERVICES OFFICE										
UMFO 5: SUPPORT TO OPERATIONS										
OVPAF MFO1: ISO aligned management and administrative support services										
ODAS MFO 1: ISO 9001:2015 aligned documents and compliant processes										
PI. 1 Performance rating	A1. Percentage of clients served rated the services received at least very satisfactory or higher	95% of clients rated services as very satisfactory or higher	95%	95% of clients rated services as very satisfactory or higher		5	5	5	5	
PI. 2 Reports preparation and submission	A2. Number of reports prepared and submitted	Prepare and submit reports to different offices and other regulatory bodies	20	15		5	5	5	5	
OVPAF MFO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS										
ODAS MFO3: ARTA ALIGNED FRONTLINE SERVICES										
PI. 3 Efficient & customer friendly frontline service implementing the new norm	A3: Efficient & customer friendly frontline service	Entertains clients needs promptly, efficiently and effectively	Zero percent complaint from clients served	Zero percent complaint from clients served		5	5	5	5	
OVPAF MFO4 : INNOVATIONS & BEST PRACTICES										
ODAS MFO 4: Innovations & new Best Practices Development Services										
PI. 4. No. of innovations introduced and implemented	A4. Innovations introduced and implemented to improve operations and quality of services	Initiates and introduces innovation to improve operations and quality of service to clients	1	2		5	5	5	5	
UMFO 6: General Administration Support Service										
OVPAF MFO 2: Administrative and support services Management										
ODAS MFO 6: Administrative and support services Management										
PI. 5 Office, Staff Management and Maintenance	A5. No. of staff monitored, evaluated, coached and supervised for effective and efficient office management	Coaches, supervises and evaluates the work performance of staffs under ASO	5	6		5	5	5	5	
	A6.Number of ManCom facilitated	Conduct monthly meeting with the Heads under ASO	12	6		5	5	5	5	
	A7. No. of meetings/seminars called by higher authorities attended	Attends to meetings/seminars called by higher authorities	50	25		5	5	4	4.67	

PI. 6 Number of administrative services and financial/ administrative documents acted within time frame	A8: Processed financial and personnel related documents	Reviews legality of documents and signs if already in order	2,000 documents	1537 documents		5	5	5	5	
	A9. Clients seeking consultation services served and satisfied	Entertains client for consultation services	20 clients consultation	20 clients		5	5	5	5	
		Provides direction and supervision of units under the office and directly supervises subordinates	6 offices 7 staff	6 offices 7 staff		5	5	5	5	
PI. 7. No. of committee assigned performed	A10. Committee functions and assignment performed	Performes functions, attends or sends representatives meetings of the Committees and prepares proposals as required for deliberation	15	15		5	5	4	4.67	
OFFICE OF THE HEAD FOR GENERAL SERVICES										
UMFO 5: SUPPORT TO OPERATIONS										
OVPAF MFO1: ISO aligned management and administrative support services										
ODAS MFO 1: ISO 9001:2015 aligned documents and compliant processes										
GSO MFO 1: ISO 9001:2015 aligned documents and compliant processes										
	A11. Percentage of clients served rated the services received at least very satisfactory or higher	95% of clients rated services as very satisfactory or higher	95%	95%		5	5	5	5	
PI.1 Number of quality procedures revised/updated	A12. Approved quality procedure of the office	Prepares quality procedure of the office	1	1 (50%)		5	5	5	5	Currently processing the necessary requirements for the registration of QP.
OVPAF MFO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS										
ODAS MFO3: ARTA ALIGNED FRONTLINE SERVICES										
GSO MFO3: ARTA ALIGNED FRONTLINE SERVICES										
PI. 2 Efficient & customer friendly frontline service implementing the new norm	A13: Efficient & customer friendly frontline service	Entertains clients needs promptly, efficiently and effectively	Zero percent complaint from clients served	Zero percent complaint from clients served		5	5	5	5	
OVPAF MFO4 : INNOVATIONS & BEST PRACTICES										
GSO MFO 4: Innovations & new Best Practices Development Services										
PI. 3. No. of innovations introduced and implemented	A14. Innovations introduced and implemented to improve operations and quality of services	Initiates and introduces innovation to improve operations and quality of service to clients	1	1		5	5	5	5	
	A15. Number of draft operational plan	draft operational plan	1	1 (50%)		5	5	4	4.67	On going
UMFO 6:General Administrative and Support Services										
OVPAF MFO 1: ARTA Aligned Compliance And Reporting Requirements										
GSO MFO6: Administrative and Support Services Management										
PI. 4. Office, Staff management and maintenance	A16. Percentage of comfort room cleaned and disinfected	100% of comfort room cleaned and disinfected	100%	100%		5	5	4	4.67	

	A17. Percentage of documents delivered to different units	100% of documents delivered	100%	100% (12, 839 documents delivered)		5	5	5	5	
	A18. Percentage of building, classrooms, office and laboratory rooms, and floor area cleaned	100% of building, classrooms, office and laboratory rooms, and floor area cleaned	100%	100%		5	5	4	4.67	
	A19. Percentage of trashbins cleaned and sanitized	100% of trashbins cleaned and sanitized	100%	100%		5	5	4	4.67	
	A20. Number of Alay Linis facilitated and participated	Facilitates and participates in the Alay Linis activity	2	3		5	5	5	5	
	A21. Monthly Accomplishment Report	Prepares monthly Accomplishment Report	12	6 (Jan-June 2023)		5	5	5	5	
	A22. Number of innovations in the maintenance of comfort rooms	Initiates and implements innovation to improve comfort room upkeep	2	1		5	5	5	5	
	A23. Number of staffs attended skills training	Attending staff skills training to boost confidence, which can increase overall performance	5	20 (Electrical Training) and 76 (Landscape Training)		5	5	5	5	
	A24. Number of team enhancement activities	Conduct a team enhancement activity	1	1		5	5	5	5	
	A25. Monthly meetings with the Utility/Messenger	Conduct monthly meetings with the Utility/messenger	12	10		5	5	5	5	
	A26. All utility/messenger under the unit and all staff supervised, led and directed to ensure attainment of mandated functions and targeted outputs attained	Provides directions and supervision to all units under the office and directly supervises subordinates	60	72		5	5	5	5	
	Total Over-all Rating								133.02	
	Average Rating :								4.92	
	Additional Points:									
	Punctuality									
	Approved Additional points (with copy of approval)									
	FINAL RATING									
	ADJECTIVAL RATING									

Evaluated & Rated by:

DANIEL LESLIE S. TAN
VP for Admin. & Finance

Date: _____

Approved by:

DANIEL LESLIE S. TAN
VP for Admin. & Finance

Date: _____

Comments & Recommendations for Development Purposes:

NONE

PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: ASO & GSO

Head of Office: Atty. RYSAN C. GUINOCOR

Number of Personnel: 1

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

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Unrecorded/undocumented informal discussion with concerned staff				
Coaching	Unrecorded/undocumented informal discussion with concerned staff				

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

Conducted by:

Noted by:



DANIEL LESLIE S. TAN
Immediate Supervisor



EDGARDO E. TULIN
Next Higher Supervisor



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2023

Name of Staff: Rysan C. Guinocor

Position: Chief Administrative Officer

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards the 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

improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total				
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					
Average Score	5				

Overall recommendation : _____



DANIEL LESLIE S. TAN

Printed Name and Signature

Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **RYSAN C. GUINOCOR**
Performance Rating: **January 1 – June 30, 2023**

Aim:

Development of capability to manage existing resources and personnel to cope up with the “New Normal”.

Proposed Interventions to Improve Performance:

Date: _____ Target Date: January 1 – June 30, 2023

First Step: Attend to webinars on strategies and innovations to cope with administrative responsibilities.

Result:

Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation:

Prepared by:



DANIEL LESLIE S. TAN

Immediate Supervisor

Conforme:



RYSAN C. GUINOCOR

Name of Ratee Faculty/Staff
