COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

TAN, BASILIO E. JR.

Particulars (1)	Numerical Rating	Percentage Weight	Equivalent Numerical Rating (2x3)
1 Numerical rations and IDOD			
Numerical rating per IPCR	4.33	70%	3.03
Supervisors/Head's assessment of His contribution towards Attainment of office accomplishments	4.60	30%	1.38
	TOTAL NUME	4.41	

TOTAL NUMERICAL RATING:

4.41

Add: Additional Approved Points, if any:

4.41

TOTAL NUMERIAL RATING:

ADJECTIVAL RATING:

VS

Prepared by:

Reviewed by:

BASILIO E. TAN, JR

Name of Staff

CELSO GUMAOD

Department/Office Head

Approved:

REMBERTO A. PATINDOL

Chairman, PMT

· W.

"Exhibit B"

I, BASILIO E. TAN JR., of the <u>SECURITY SERVICES OFFICE</u> commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>January 1 to June 30, 2019.</u>

BASILIO E. TAN JR.

Ratee

CELSO GUMAOD

Head, Security Office

	Program/Activities/		ACCOMP	LISHMENT			Ra			
MFO / PAPS	Projects	Tasks Assigned	Target	Actual	Percentage	Q ¹	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. Public Safety										
PI. 1. Number of hours implementation of road traffic safety during rush hour										
MFO 4. Maintain Peace and Order										

MEO / DADO	Program/Activities/	Tasks Assigned		gram/Activities/ Accomplish		LISHMENT			Ra	ting	Domonio
MFO / PAPS	Projects	Tasks Assigned	Target	Actual	Percentage	Q ¹	E ²	T ³	A ⁴	Remarks	
PI 1. Number of hours fixed post being manned	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 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.	400	480	120%	4	4	5	4.33		
PI 2. Number of hours in the Campus properly roved	Campus roving	Observed area of responsibility (AOR)	100%	508	100%	4	5	4	4.33		
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 properties; No smoking policy; Improper disposal of solid waste; and Curfew policy.	100%	25	100%	4	5	4	4.33		
TOTAL OVER-ALL RATING									13.00		

MEG / DADS	Program/Activities/	tivities/		LISHMENT	ISHMENT	
MFO / PAPS	Projects	Tasks Assigned	Target	Actual		
Average Rating(Total Overall rating divided by 3)		4.33			_	
Additional Points:				140		
Approved additional points(with copy of approval)	ж			fas		
FINAL RATING		4.33		1		
ADJECTIVAL RATING		vs			1	
Evaluated & Rated by:		Approved by:			-	

CELSO GUMAOD Dept/Office Head

Date

REMBERTO A. PATINDOL

Vice Pres. For Admin & Finance Date:

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Comments & Recommendations for Development Purpose:

Rating

T³

 E^2

 Q^1

Remarks

Percentage

PERFORMANCE MONITORING FORM

Name of Employee: BASILIO A. TAN, JR

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplished	Acutal Date of Accomplish ment	Quality of Output	Over-all assessment of output**	Remarks Recommend ation
1	Manning fixed post	Effective manning of fixed post as per SOP		End of weekly Guard Detail Order	June 30, 2019	VS	Very Satisfactory	Observance of 11 General Orders
2	Campus Rooving	AOR properly observed	Refer to weekly guard detail	End of weekly Guard Detail Order	June 30, 2019	VS	Very Satisfactory	

^{*} Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:

CELSO GUMAOD

Head-Security Services Office

Instrument for Performance Effectiveness of Administrative Staff Rating Period: January 1 to June 30, 2019

Name of Staff: BASILIO E. TAN, Jr.

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

Takes charge of the post and all government properties in view.	5	4	3	10	T
Walks during his town of duty in a state in			0	2	1
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
Reports all violation of orders he is instructed to enforce.	5	1	3	2	1
Repeats all calls from posts more distant from the guard house where he is stationed.		A	3	2	1
Quits his post only when properly relieved.	5	4	3	2	1
Receives, obeys and passes on to the relieving guard all orders from the		A	3	2	1
Talks to no one except in line of duty.	5	4	3	2	1
Gives the alarm in case of fire or disorder.		-	-	-	1
Calls the superior officer in any case not covered by instructions.	5	4	3	2	1
Salutes all university officials, his superiors, ranking public officials and commissioned officers of the Armed Forces of the Philippines.	5	4	3	2	1
specially watchful at night, and during the time of challenging challenges all	5	4	3	2	1
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
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
earns at heart or memorizes and strictly observes the laws and regulations overning the use of firearms.	5	4	3	2	1
ncts 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 unctions.	8	4	3	2	1
F S O F U T C C C C C C C C C C C C C C C C C C	Repeats all calls from posts more distant from the guard house where he is stationed. Quits his post only when properly relieved. Receives, obeys and passes on to the relieving guard all orders from the iniversity heads, SSO head, security officer or shift supervisors. Talks to no one except in line of duty. Sives the alarm in case of fire or disorder. Calls the superior officer in any case not covered by instructions. Salutes all university officials, his superiors, ranking public officials and dommissioned officers of the Armed Forces of the Philippines. Is specially watchful at night, and during the time of challenging, challenges all ersons near his post and allows no one to pass without proper authority. Wears his uniform, badge, patches and insignia in a proper manner, and neat in pearance as a symbol of public trust and confidence. amiliarizes himself diligently with the rules and regulations laid down by the niversity and that of the customers or clients. earns at heart or memorizes and strictly observes the laws and regulations overning the use of firearms. cts 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	Repeats all calls from posts more distant from the guard house where he is stationed. Quits his post only when properly relieved. Receives, obeys and passes on to the relieving guard all orders from the 5 iniversity heads, SSO head, security officer or shift supervisors. Falks to no one except in line of duty. Sives the alarm in case of fire or disorder. Calls the superior officer in any case not covered by instructions. 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Fallutes all university offici	Repeats all calls from posts more distant from the guard house where he is 5 tatationed. Quits his post only when properly relieved. Receives, obeys and passes on to the relieving guard all orders from the 5 tainiversity heads, SSO head, security officer or shift supervisors. Falks to no one except in line of duty. Falks to no one except in line of duty. Falks the superior officer in any case not covered by instructions. Falutes all university officials, his superiors, ranking public officials and commissioned officers of the Armed Forces of the Philippines. Falutes all university officials, and during the time of challenging, challenges all 5 tail and commissioned officers of the Armed Forces of the Philippines. Falutes all university officials and ommissioned officers of the Armed Forces of the Philippines. Falutes all university officials and ommissioned officers of the Armed Forces of the Philippines. 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Falutes all university officials and ommissioned officers of the Armed Forces of the Philippines. Falutes all university offic	Repeats all calls from posts more distant from the guard house where he is 5

. Lea	. 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	A	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.					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.				2	1					
4	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	A	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										

Overall recommendation	:

CELSO GUMAOD

Head-Security Services Office

PERFORMANCE MONITORING & COACHING JOURNAL

1st 2nd 3rd 4th

Name of Office SECURITY SERVICES OFFICE

Head of Office: CELSO GUMAOD

Name of Staff: TAN, BASILIO E. JR

Signature:

Activity		MECHANISM			
Monitoring	Meetir	Memo	Others (Pls.	Remarks	
	One-on-One	Group		specify)	
Monitoring	The Head of office and	Participation of the	President Memo	LOI and verbal	Security Guard
	shift supervisor conducted	SG's and admin staff	on the different	instructions of	concerned was
	on the spot follow-up	meeting in the	university	the Universitty	informed of his
	observations and	different activities	event/celebratio	President and	assignments and
	inspection of detailed SG	conducted by the	ns.	OVPAF	properly
	in his AOR	head of office			monitored.
Coaching	The concerned staff will	Security Guards	SSO Memo,	Weekly duty	Narrative
	informed of the ourcome	attended command	orders and LOI		instruction was
	of the previous office	conference/meeting	issued	issued to	tiven and
	performance especially	s to iron out what is		concerned SG.	encouragement
	concerning draw-backs on	best he can			to do much
	their assigned tasks.	contribute the unit.			better.
	Advices were given to the				
	concerned SG.				

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

Conducted by:

CELSO GUMAOD

Head-Security Services Office

Noted by:

REMBERTO A. PATINDOL Vice Pres for Admin. & Finance

EMPLOYEE DEVELOPMENT PLAN

Name of Employee:

TAN, BASILIO E. JR

Performance Rating: O

Aim: To improve performance

Proposed Interventions to Improve Performance:

Date: January 01, 2019

Target Date: End of March 2019

CELSO GUMAOD Head-Security Services Office

First Step:						
Review the Eleven General Orders						
Result:						
More aware of their respective duties a	and responsibilities					
Date: April 01, 2019	Target Date: End of June 2019					
Next Step:						
Attendance of general meeting and spe	cial conference with regards to Security					
operations	The state of the s					
Outcome: Can easily respond to any form of incident	happened in the campus.					
Final Step Recommendation:						
Attendance of security seminars/training	gs.					
Conforme:						

Prepared by: