

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Staff: BASILIO E. TAN, JR.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical rating per IPCR	4.67	70%	3.26
2. Supervisors/Head's assessment of His contribution towards Attainment of office accomplishments	4.27	30%	1.28
TOTAL NUMERICAL RATING			4.54

TOTAL NUMERICAL RATING: 4.54Add: Additional Approved Points, if any: TOTAL NUMERIAL RATING: 4.54ADJECTIVAL RATING: 0

Prepared by:


BASILIO E. TAN, JR.
 Name of Staff

Reviewed by:


CELSO GUMAOD
 Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
 Chairman, PMT

Approved:


EDGARDO E. TULIN
 President

"Exhibit B"

I, BASILIO E. TAN JR., 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 January 1 to June 30, 2018.

BASILIO E. TAN JR.

Ratee

CELSO GUMAOD

Head, Security Office

[illegible]

[illegible]

Average Rating(Total Overall rating divided by 3)		4.67
Additional Points:		
Approved additional points(with copy of approval)	xx	
FINAL RATING		4.67
ADJECTIVAL RATING		0

Evaluated & Rated by:


CELSE GUIMAD
 Dept/Office Head
 Date

Approved by:


REMBERTO A. PATINDOL
 Vice Pres. For Admin & Finance
 Date:

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

Comments & Recommendations for Development Purpose:

Protect the interest of our unit + our clients
 w/o compromise and prejudice and be honest
 on your action, words and thought.

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 to June 30, 2018Name 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.

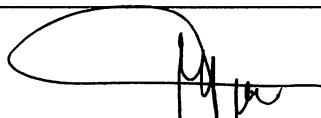
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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

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 functions.	5	4	3	2	1

Total Score	64/15= 4.27
-------------	-------------

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 : _____


CELSD GUMAOD
 Name of Head

PERFORMANCE MONITORING FORM

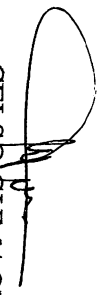
Name of Employee: BASILIO E. TAN, JR.

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	Supervise deployment of security guards	Effective supervision	Jan 1, 2018	June 30, 2018	June 30, 2018	VS	VS	
2	Monitor the attendance of Security guards.	Attendance of SGs Properly monitored	Jan. 1, 2018	June 30, 2018	June 30, 2018	VS	VS	
3	Performed assigned task of his subordinates AOR when the latter is absent.	Assigned task properly performed	Jan 1, 2018	June 30, 2018	June 30, 2018	VS	VS	
4								
5								
6								
7								

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

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

Prepared by:


CELSON GUMAOD
 Head, Security Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

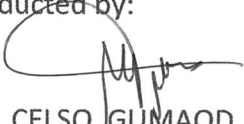
Name of Office: SECURITY SERVICES OFFICE

Head of Office: CELSO GUMAOD

Name of Personnel: TAN BASILIO E. JR Signature:  Date: 11/29/2018

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	-The head of office and shift supervisor conducted on-the-spot follow-up observations and inspection of detailed SG in his AOR.	Participation of the SGs and admin staff meeting in the different activities conducted by the head of office.	President Memo on the different university event/celebrations.	LOI and verbal instructions of the University President and OVPAF.	Security guard concerned was informed of his assignments and properly monitored.
Coaching	The concerned SG was informed of the outcome of the previous office performance especially concerning drawbacks on their assigned tasks. -Advices were given to the concerned SG.	Security guards attended the command conference/meetings to iron out what is best he can contribute the unit.	SSO memo., orders and LOI issued	Weekly duty detail order was issued to concerned SG.	Narrative instruction was given and encouragement to do much better.

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

Conducted by:

CELSO GUMAOD
Head, Security Office

Noted by:

REMBERTO A PATINDOL
Vice Pres. for Admin & Finance

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Basilio E. Tan, Jr.

Performance Rating: 4.54

Aim: _____

Proposed Interventions to Improve Performance:

Date: January 2018 Target Date: End of March 2018

First Step: Review the Eleven General Orders

Result: _____

More aware of their respective duties and responsibilities.

Date: April 2018 Target Date: End of June 2018

Next Step: Attendance of general meeting and special conference with regards to security

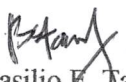
Operation.

Outcome: Can easily respond to any form of incident happened in the campus

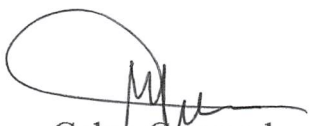
Final Step/Recommendation:

Attendance of security seminars/trainings.

Conforme:


Basilio E. Tan, Jr.
Name of Ratee/Staff

Prepared by:


Celso Gumaod
Head, Security Office