



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: GREGORIO B. SAUSA JR.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.56	70%	3.21
Supervisor/Head's assessment of his contribution towards the attainment of office accomplishments	4.91	30%	1.51
	4.72		

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

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

Prepared by:

GREGORIO B. SAUSA JR.

Name of Staff

4.72

4.72

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4.72

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Reviewed by:

JULIUS V. ABELA

Department/Office Head

Approved:

ELWIN JAY V. YU Vice President "Exhibit B"

I, GREGORIO B. SAUSA JR. of the University Disaster Risk-Reduction & Management, Safety & Security Office accomplished the following targets for the period July-December 2024.

GRÉGORIO B. SAUSA JR.

Ratee

Date: 01-21-25

JULIUS V. ABELA Head UDRRMSSO

Date: 01-20-25 Program/Activities/ ACCOMPLISHMENT Rating MFO / PAPS Tasks Assigned **Projects** Remarks 0^1 F² T³ A^4 Target Actual UMFO 6 General Administration and Support Services (GASS) **VPAF MFO 7: Security Services** and Management Office Security Services Management MFO 1. Conduct Investigation on reported incidents Responded to all incidents PI 1. Investigate all reported Recorded in the blotter logbook and reported inside the cmapus. Take Security Assistance 100% 100% incidents 5 5 4 reported to the supervisors for blotter report, make incident report for information purposes. proper action MFO 3. Safety management Responded to all calls and All emergency calls that need emergencies that need PI 2. Respond to all emergency assistance within the University **Emergency Assistance** assistance inside the campus 95% 100% calls that needs assistance 4 5 premises have been responded to 4 properly properly. Blotter the incident for information purposes. PI 3. Number of University Provision of security and safety VSU Graduation, Christmas light events provided with security Security Assistance assistance to every University 3 3 5 5 4 opening, SCUAA in Calbayog Samar assistance events and etc. PI 4. Traffic flow management security inside the campus Implementation MFO 4. Maintain Peace and Order

	Program/Activities/		ACCOMPLISHMENT			Ra	ating		
MFO / PAPS	Projects	Tasks Assigned	Target	Actual	Q^1	E ²	T ³	A ⁴	Remarks
PI 1. Manning strategical fixed posts	Manning fixed Posts	Checking in/out of students, staff, clients, visitors and all motorized vehicle entering on the blotter all report incidents. Received packages/letters and facilitate the owners to withdraw. Records trip ticket of VSU vehicles and logbook visitors vehicle entering the campus.	100%	100%	5	5	4	4.7	Full implementation of campus protocols
PI 2. Conduct patrolling/roving within the campus and in the coastal area/VSU sanctuary	Campus roving	Observed area of responsibility (AOR)	100%	100%	4	5	4	4.3	Patrolling Area of responsibility for security and safety
<u>PI. 3.</u> Implement orders/ directives from the top management	Orders/directives compliance/implement ation 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%	100%	4	5	5	4.7	Implemented directives and memorandums from the top management
MFO 5. Administrative and					7				
Support Services Management MFO 7. Proactive Risk and							 		
Disaster Management									
PI 1. DRRM programs/ trainings	Attended the Basic Life	Awareness for faculty, staff, and							
conducted in the campus in	Support Training	students for disaster			_				Attended DRRM preparedness
preparation to	Workshop,EOD K9	preparedness	1	1	5	5	4	4.7	training,EOD simulation
calamities/disaster	simulation								
TOTAL OVER-ALL RATING								27.33	

/	Program/Activities/		ACCOMPL	ISHMENT
MFO / PAPS	Projects	Tasks Assigned	Target	Actual
Average Rating(Total Overall rating divided by 7)		4.56		
Additional Points:		THE PLANT OF THE POST OF THE POST OF THE PLANT OF THE PLA		AND THE PROPERTY OF THE PARTY O
Approved additional points(with copy of approval)	хх			
FINAL RATING		4.56		
ADJECTIVAL RATING		0		

Comments & Recommendations for Development Purpose:

 A^4

Remarks

Rating

 Q^1

Recommended to attend security and DRRM related trainings

JULIUS V. ABELA

Dept Office Head
Date: 01-20-25

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Approved by:

ELWIN AY V. YU

Vice Pres. For Admin & Finance

Date: 61-23-25

PERFORMANCE MONITORING & COACHING JOURNAL

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Name of Office: University Disaster Risk-Reduction & Management, Safety & Security Office

Head of Office: JULIUS V. ABELA

Number of Personnel: 54

		MECHANI	SM			
Activity		eting		Others	Remarks	
Monitoring	One-on-One	Group	Memo	(Pls. specify)	Kemarks	
Monitoring		The Head of Office conducted emergencies/ monthly office meetings for regular updates	The memos issued by the top management were cascaded to everyone for the implementation	Monthly accomplish ment reports	Instructed to attend DRRM training and renew security license	
Coaching		SGs are encouraged to participate in the in house DRRM related seminar workshops		A weekly duty detailed order was issued to all security guards	Instructed to attend DRRM related seminars and workshops and attend security-related pieces of training for regular updates of protocols	

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

Conducted by:

JULIUS ABELA
Head, UDRRMSSO

Noted by:

ELWIN JAY V. YU VP for Admin & Finance

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: SAUSA, GREGORIO B. Jr.

Performance Rating: 0

Aim: To gain more knowledge, enhance/develop skills, and be resilient to any kind of incident and/or disaster.

Proposed Interventions to Improve Performance:

Date: <u>July 2024</u> Target Date: <u>September 2024</u>

First Step: Conducted/ Facilitated in VSU Graduation and other VSU events

Result: As an organic emergency responder, they will always be ready to respond to any incident/ disaster within the campus quickly.

Date: October 2024 Target Date: December 2024

Next Step: Manning university events and attending security seminars/meetings

Outcome: Secure university events and be refreshed and updated with new security protocols and techniques

Final Step/Recommendation:

To exceed the current performance as an effective and efficient security guard and emergency responder inside the campus.

Prepared by:

<u>JULIUS V. ABELA</u> Hea**p**, UDRRMSSO

Conforme:

GREGORIO B. SAUSA Jr.
Name of Ratee Faculty/Staff





UNIVER Y DISASTER RISK-REDUC N & MANAGEMENT, SAFETY & SECURITY OFFICE

Visca, Baybay City, Leyte, PHILIPPINES Telephone: local 1111, 1112, 1113, 1129

Email: drrm@vsu.edu.ph Website: www.vsu.edu.ph

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2024	
Name of Staff: Gregorio B. Sausa 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

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. C	Commitment (both for subordinates and supervisors)	*	S	cale	Э	
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	8	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		4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
	Total Score		59			

1	eadership & Management (For supervisors only to be rated by higher upervisor)		S	cale	9	
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	4	1.9	1		

Overall recommendation	Overall	recommend	ation
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Printed Name and Signature Head, UDRRMSSO