



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **CAORTE, ERIQUE E. JR**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
11. Numerical Rating per IPCR	4.67	70%	3.27
12. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.42
<b>TOTAL NUMERICAL RATING</b>			<b>4.70</b>

TOTAL NUMERICAL RATING: 4.70

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.70

FINAL NUMERICAL RATING 4.70

ADJECTIVAL RATING: 0

Prepared by:

ENRIQUE E. CAORTE JR.  
Name of Staff

Reviewed by:

JULIUS V. ABELA  
Head, UDRRMSSO

Recommending Approval:

DANIEL LESLIE S. TAN  
Vice President for Admin & Finance

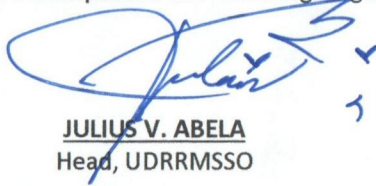
Approved:

DANIEL LESLIE S. TAN  
Chairman, PMT

**"Exhibit B"**

I, ENRIQUE E. CAORTE JR., of the University Disaster Risk-Reduction & Management, Safety & Security Office accomplished the following targets for the period January-June 2023.

ENRIQUE E. CAORTE JR.  
Ratee

  
**JULIUS V. ABELA**  
Head, UDRRMSSO

MFO / PAPS	Program/Activities/ Projects	Tasks Assigned	ACCOMPLISHMENT		Rating				Remarks
			Target	Actual	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 6 General Administration and Support Services (GASS)									
VPAF MFO 7: Security Services and Management Office									
Security Services Management MFOs:									
MFO 1. Conduct Investigation on reported incidents									
PI 1. Investigate all reported incidents	Security Assistance	Responded to all incidents reported inside the campus. Take blotter report, make incident report for information purposes.	100%	100%	5	5	4	4.7	Recorded in the blotted logbook and reported to the supervisors for proper action
MFO 3. Safety management									
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%	100%	5	5	4	4.7	Responded all calls and emergency that needs assistance inside the campus
PI 3. Number of University events provided with security assistance	Security Assistance	Provision of security and safety assistance to every University events	6	3	5	5	4	4.7	CVM and CoEd Pinning Ceremony, VSU Anniversary, VSUIHS camping and etc.



[illegible]

MFO / PAPS	Program/Activities/ Projects	Tasks Assigned	ACCOMPLISHMENT		Rating				Remarks
			Target	Actual	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
PI 1. DRRM programs/ trainings conducted in the campus in preparation to calamities/disaster	Facilitated trainings within the campus	Awareness for faculty, staff, and students for disaster preparedness	2	1	5	5	4	4.7	Facilitated the conduct of the fire and earthquake drill at quadrant 2 & 4
TOTAL OVER-ALL RATING								28.00	

Average Rating(Total Overall rating divided by 6)		4.67
Additional Points:		
Approved additional points(with copy of approval)	xx	
FINAL RATING		4.67
ADJECTIVAL RATING		O

Comments & Recommendations for Development Purpose:

Recommended to attend security and DRRM related trainings

Evaluated & Rated by:

JULIUS V. ABELA

Dept./Office Head

Date:

Approved by:

DANIEL LESLIE S. TAN

Vice Pres. For Admin & Finance

Date:

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2023

Name of Staff: Enrique E. Caorte 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.**

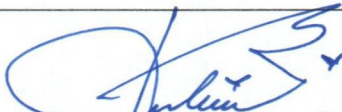
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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.	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 improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score		57				



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		4.75				

Overall recommendation : \_\_\_\_\_

  
 JULIUS V. ABELA  
 Printed Name and Signature  
 Head, UDRRMSSO

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CAORTE, ENRIQUE E. JR  
Performance Rating: O

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

Proposed Interventions to Improve Performance:

Date: Jan 2023

Target Date: June 2023

First Step: Facilitate fire and earthquake drill to be conducted in each quadrant for the awareness of faculty, staff, and students inside the vicinity of the University.

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

Date: July 2023

Target Date: December 2023

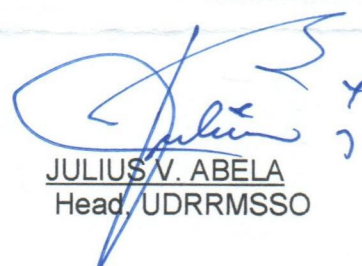
Next Step: To attend security or DRRM related seminars and workshops

Outcome: Can be applied in their field of work for the security and safety of the campus and its constituents

Final Step/Recommendation:

To exceed the current performance to be an effective and efficient security guard and emergency responder.

Prepared by:

  
JULIUS V. ABELA  
Head, UDRRMSSO

Conforme:

  
ENRIQUE E. CAORTE JR.  
Name of Ratee Faculty/Staff