COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

HENRY S. CAINTIC

Particulars (1)	Numerical Rating	Percentage Weight	Equivalent Numerical Rating (2x3)
Numerical rating per IPCR	3.17	70%	2.22
	5.17	7 0 70	2.22
Supervisors/Head's assessment of His contribution towards Attainment of office accomplishments	2.80	30%	0.84
	TOTAL NUME	RICAL RATING	3.06

TOTAL NUMERICAL RATING:

3.06

Add: Additional Approved Points, if any:

TOTAL NUMERIAL RATING:

3.06

ADJECTIVAL RATING:

VS

Prepared by:

Reviewed by:

HENRY S. CAINTI

Name of Staff

CELSO GUMAOD

Head - Security Services Office

Approved:

REMBERTO A. PATINDOL Chairman, PMT

"Exhibit B"

I, **HENRY S. CAINTIC**, of the <u>SECURITY SERVICES OFFICE</u> commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>July 1 to December 31, 2019</u>.

HENRY S. CAINTIC

Ratee

CELSO GUMAOD

Head, Security Office

MFO / PAPS	Program/Activities/	Tanka Assissad	ACCOMP	ACCOMPLISHMENT		그는 보는 것이 되었다면 가장 이 아이를 하면 하면 하면 되었다면 하는데 되었다면 하면 하는데 하다면 하다면 하다 때문에 다른데 다른데 하다 때문에 다른데 하다면			Ra	ting		
WII O / PAPS	Projects	Tasks Assigned	Target	Actual	Percentage	Q ¹	E ²	T ³	A ⁴	Remarks		
UMFO 6 General Administration and Support Services (GASS)						STEEL PROGRAMMENT STEEL ST	annetal and a second	A STATE OF THE STA				
VPAF MFO 7: Security Services and Management Office						mentra serial hina adam kacilar ana apa				-		
Security Services Management MFOs:				ANTONIA MARKATANA MA		Protesting and an investment of the second						
MFO 3. Public Safety				and the second s	THE RESERVE THE PROPERTY OF TH	Authorities (no en				THE COLUMN TO THE PROPERTY OF THE PROPERTY OF THE COLUMN TO THE PROPERTY OF TH		
PI. 1. Number of hours implementation of road traffic safety during rush hour												
MFO 4. Maintain Peace and Order		OT FEET OF THE SECTION AND THE SECTION AND THE SECTION ASSESSMENT OF THE SECTION AND THE SECTION ASSESSMENT OF THE SECTION		THE GOOD ASSESSMENT ASSESSMENT ASSESSMENT ASSESSMENT ASSESSMENT ASSESSMENT ASSESSMENT ASSESSMENT ASSESSMENT AS						Paparantenant antici Europe (Europe (E		

MFO / PAPS	Program/Activities/	Toolse Assissand	ACCOMP	LISHMENT			Ra	ting		
	Projects	Tasks Assigned	Target	Actual	Percentage	Q ¹	E ²	T ³	A ⁴	Remarks
PI 1. Number of hours fixed post being manned	Manning fixed Post (Post 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 withdraw, 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.	844	1048	124%	3	3	3	3.67	
PI 2. Number of hours in the Campus properly roved	Campus roving	Observed area of responsibility (AOR)		-					**************************************	nan kananan ya Mananan maka kata kata kata kata kata kata kata
PI. 3. Number of incidents reported	Incident reporting	Respond to incident and conducts preliminary investigation	100%	40	100%	3	3	2	2.67	
TOTAL OVER-ALL BATING		and the second s			PROGRAM DE PROPRIESTA ESCANOS ASTRONOS ESCANOS PARA ESCANOS ESCANOS ESCANOS ESCANOS ESCANOS ESCANOS ESCANOS ES				6.34	HEROMAN PROVINCE MANAGEMENT PROSESSED AND REAL REAL PROPERTY SEALONS SERVICE SERVICES AND

*

MFO / PAPS	Program/Activities/	Taska Assismed	ACCOMP	LISHMENT			Rat	ting		TO STATE OF THE PARTY OF THE PA
	Projects	Tasks Assigned	Target	Actual	Percentage	Q ¹	E ²	T ³	A^4	Remarks
Average Rating(Total Overall					Annual substitution of the		- Construction of the second	annumentantestastication property	This is the control of the control o	TELEVISION SELECTION CONTROL TO SELECTION OF THE SELECTIO
rating divided by 4)		3.17		Commen	ts & Recomme	ndatio	ns for D	avalonn	ont Pure	20501

Evaluated & Pated by:		5
ADJECTIVAL RATING	COLUMN TO SERVICE THE SERVICE OF THE	
FINAL RATING		3.17
Approved additional points(with copy of approval)	хх	
Additional Points:		
Average Rating(Total Overall rating divided by 4)		3.17

ommendations for Development Purpose:

He must do regular exercise

Evaluated & Rated by:

CELSO GUMAOD

Date

Dept/Office Head

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Approved by:

Vice Pres. For Admin & Finance Date

PERFORMANCE MONITORING FORM

Name of Employee: HENRY S. CAINTIC

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	Check and log incoming visitors and students	Visitors and students are properly log in	Refer to weekly detail	End of weekly Guard Detail Order	December 31, 2019	VS	Very Satisfactory	
2	Campus roving	AOR properly observed	Refer to weekly detail	End of weekly Guard Detail Order	December 31, 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: <u>July 1 2019 to December 31, 2019</u>

Name of Staff: CAINTIC, HENRY S.

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	

. Co	mmitment (both for subordinates and supervisors)			Scal	е	
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	
3	Reports all violation of orders he is instructed to enforce.	5	4	8	2	T
4	Repeats all calls from posts more distant from the guard house where he is stationed.	5	4	18	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	
7	Talks to no one except in line of duty.	5	4	8	2	1
8	Gives the alarm in case of fire or disorder.	5	4	8	2	1
9	Calls the superior officer in any case not covered by instructions.	5	4	8	2	1
10	Salutes all university officials, his superiors, ranking public officials and commissioned officers of the Armed Forces of the Philippines.	5	K	3	2	,
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	8	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	8	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	X	1
	Total Score					

l. 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	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											

Overall recommendation	

CELSO GUMAOD

Head-Security Services Office

PERFORMANCE MONITORING & COACHING JOURNAL

1st 2nd 3rd

Name of Office SECURITY SERVICES OFFICE

Head of Office: CELSO GUMAOD

Name of Staff: HENRY S. CAINTIC

Activity		MECHANISM				
Monitoring	Meetir	Memo	Others (Pls.	Remarks		
	One-on-One	Group		specify)		
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 SG's and admin staff meeting in the different activities conducted by the head of office	President Memo on the different university event/celebratio ns.	instructions of the Universitty	Security Guard concerned was informed of his assignments an properly monitored.	
Coaching	informed of the ourcome of the previous office performance especially concerning draw-backs on	s to iron out what is	SSO Memo, orders and LOI issued	Weekly duty detail order was issued to concerned SG.	Narrative instruction was tiven and encouragement to do much better.	

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

Conducted by:

CELSOGUMAOD

Head-Security Services Office

Noted by:

Vice Pres for Admin. & Finance

EMPLOYEE DEVELOPMENT PLAN

Name of Employee:

CAINTIC, HENRY S.

Performance Rating: O

Aim: To improve performance

Proposed Interventions to Improve Performance:

Date:

July 01, 2019

Target Date: End of September 2019

First Step:	
Review the Eleven General Orders	
Result:	
More aware of their respective du	ities and responsibilities
Date: October 01, 2019	Target Date: End of December, 2019
Next Step:	
Attendance of general meeting ar	nd special conference with regards to Security
operations	

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

Final Step Recommendation:

Attendance of security seminars/trainings.

Conforme:

HENRY S. CAINTIC Name of Ratee Staff

Prepared by:

CELSO GUMAOD
Head-Security Services Office