

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Staff: ENRIQUE E. CAORTE, JR.

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|-----------------------------|---|
| 1. Numerical rating per IPCR | 4.44 | 70% | 3.10 |
| 2. Supervisors/Head's assessment of His contribution towards Attainment of office accomplishments | 4.44 | 30% | 1.33 |
| TOTAL NUMERICAL RATING | | | 4.44 |

TOTAL NUMERICAL RATING: 4.44

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.44ADJECTIVAL RATING: VS

Prepared by:

Reviewed by:

ENRIQUE E. CAORTE, JR.
Name of Staff

CELSO GUMAOD
Department/Office Head

Approved:

REMBERTO A. PATINDOL
Chairman, PMT

"Exhibit B"

I, ENRIQUE E. CAORTE, 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 July 1 to December 31, 2018

ENRIQUE E. CAORTE

Ratee

CELSO GUMAOD

Head, Security Office

| MFO / PAPS | Program/Activities/ Projects | Tasks Assigned | ACCOMPLISHMENT | | Percentage | Rating | | | | Remarks |
|---|---------------------------------|---|----------------|--------|------------|----------------|----------------|----------------|----------------|---------|
| | | | Target | Actual | | Q ¹ | E ² | T ³ | A ⁴ | |
| UMFO 6 General Administration and Support Services (GASS) | | | | | | | | | | |
| VPAF MFO 7: Security Services and Management Office | | | | | | | | | | |
| Security Services Management MFOs: | | | | | | | | | | |
| MFO 3. Public Safety | | | | | | | | | | |
| MFO 4. Maintain Peace and Order | | | | | | | | | | |
| PI 1. Number of hours fixed post being manned | Manning President's Cottage | Records time of arrival and departure of the university president at his residence during TOD. | 100 | 100 | 100% | 5 | 5 | 5 | 5 | |
| | | Received packages/letters etc. and facilitate in turning over to the concerned members of the first family. | 100 | 100 | 100% | 5 | 4 | 4 | 4.333 | |
| | | Monitor in/out among staff and workers of the president's cottage. | 960hrs | 1200 | 125% | 4 | 4 | 4 | 4 | |
| | | Entering on the blotter all report incidents within AOR. | 6 | 11 | 183% | 4 | 4 | 4 | 4 | |

| | | | | | | | | | | |
|--|--|--|-----|-----|------|---|---|---|--------|--|
| | | Responsible in opening and closing of the gate. | 100 | 100 | 100% | 5 | 5 | 5 | 5 | |
| PI 2. 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; Tresspassing; littering, intrusion VSU properties, No smoking policy, improper disposal of solid waste, and curfew policy. | 12 | 12 | 100% | 4 | 4 | 5 | 4.333 | |
| TOTAL OVER-ALL RATING | | | | | | | | | 26.666 | |

| | | |
|---|----|------|
| Average Rating(Total Overall rating divided by 6) | | 4.44 |
| Additional Points: | xx | |
| Punctuality | XX | |
| Approved additional points(with copy of approval) | xx | |
| FINAL RATING | | 4.44 |
| ADJECTIVAL RATING | | VS |

Evaluated & Rated by:

Approved by:

CELSON GUMAD

Dept/Office Head

Date:

REMBERTO A. PATINDOL

Vice Pres. For Admin & Finance

Date:

Comments & Recommendation for Development Purpose:

Protect the interest of our unit and our clients without compromise & prejudice and be honest on your actions, words and thought.

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1 to December 31, 2018Name of Staff: ENRIQUE E. CAORTE, JR.Position: Security Guard

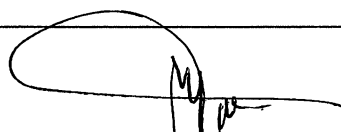
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

| 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 | | 70/15=4.66 | | | | |

| B. Leadership & Management (For supervisors only to be rated by higher supervisor) | 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 : _____



CEL SO GUMAOD

Name of Head

PERFORMANCE MONITORING FORM

Name of Employee: ENRIQUE E. CAORTE, 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 | Manning President's Cottage | Effective manning of fixed post as per SOP | Refer to weekly guard detail | End of weekly Guard Detail Order | November 30, 2018 | VS | VS | Observance of 11 General Order |
| 2 | Campus Roving | AOR properly observed | Refer to weekly guard detail | End of weekly Guard Detail Order | November 30,,2018 | VS | VS | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| 6 | | | | | | | | |
| 7 | | | | | | | | |

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

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

Prepared by:



CELSON GUMOAD
Head, Security Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

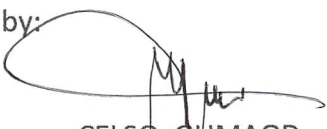
Name of Office: SECURITY SERVICES OFFICE

Head of Office: CELSO GUMAOD

Name of Staff: ENRIQUE E. CAORTE E.JR Signature: _____ Date: 13 FEB. 2019

| 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 staff was informed of the outcome of the previous office performance especially concerning draw-backs on their assigned tasks. -Advices were given to the concerned SG. | Security guards attended 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: Enrique E. Caorte, Jr.

Performance Rating: VS

Aim: _____

Proposed Interventions to Improve Performance:

Date: July 2018

Target Date: End of September 2018

First Step: Review the Eleven General Orders

Result:

More aware of their respective duties and responsibilities.

Date: October 2018

Target Date: End of December 2018

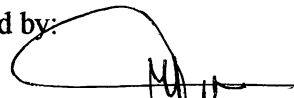
Next Step: Attendance of general meeting and special conference with regards to
Security operations.

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

Final Step/Recommendation:

Attendance of security seminars/trainings.

Prepared by:



Celso Guimaod
Head, Security Office

Conforme:

Enrique E. Caorte, Jr.
Name of Ratee/Staff

