



**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)
1. Numerical Rating per IPCR	4.70	70%	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.73	30%	1.42
<b>TOTAL NUMERICAL RATING</b>			<b>4.72</b>

TOTAL NUMERICAL RATING: 4.72

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.72

FINAL NUMERICAL RATING 4.72

ADJECTIVAL RATING: 0

Prepared by:

ENRIQUE E. CAORTE JR.  
Name of Staff

Reviewed by:

JULIUS V. ABELA  
Head, OUDRRM

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 **Office of University Disasted and Risk-Reduction Management** accomplished the following targets for the period **July-December 2021**.

**ENRIQUE E. CAORTE JR.**

Ratee

**JULIUS V. ABELA**

Head, OUDRRM

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 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%	95%	4	4	5	4.33	Responded all incident within VSU perimeter
MFO 4. Maintain Peace and Order									
PI 1. Number of hours each 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.	745 hrs	936 hrs	4	5	5	4.667	Manning the fixed post



UMFO 6 General Administration and Support Services (GASS)	Projects	Tasks Assigned	Target	Actual	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Remarks
PI. 4. 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; Trespassing; Littering; Intrusion VSU properties; No smoking policy; Improper disposal of solid waste; Curfew policy; and COVID-19 health protocols	95%	95%	4	5	5	4.667	Implemented all directed, rules and regulations from the top management
MFO 5. Administrative and Support Services Management									
PI. 4. Thermal Scanning of staff and personnel coming inside the campus	COVID-19 health protocols	Continuous thermal scanning of all personnel, visitors and clients who will enter the campus	90%	90%	5	5	5	5	Health Protocol
PI. 5. Tire disinfection of all the vehicle who are from outside VSU that will enter the campus	COVID-19 health protocols	Continuous tire disinfection of all outside VSU vehicles who will enter the campus	90%	90%	5	5	5	5	Health Protocol
TOTAL OVER-ALL RATING								23.67	

Average Rating (Total Overall rating divided by 5)		4.73
Additional Points:		
Approved additional points (with copy of approval)	xx	
FINAL RATING		4.73
ADJECTIVAL RATING		O

Comments & Recommendations for Development Purpose:

Renew Security License and attend relevant DRRM and security safety trainings for learning and development.

Evaluated & Rated by:

JULIUS V. ABELA  
Dept/Office Head  
Date:

Approved by:

DANIEL LESLIE S. TAN  
Vice Pres. For Admin & Finance  
Date:

# 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 fixed post	Effectively efficiently manning of fixed post as per SOP and	Refers to their monthly Duty Detail Report	End of weekly Guard Detail Order	01 July 2021 – 31 December 2021	O	Outstanding	Attend DRRM trainings and renew security license
2	Campus Roving	AOR properly observed	Refers to their monthly Duty Detail Report	End of weekly Guard Detail Order	01 July 2021 – 31 December 2021	O	Outstanding	Attend DRRM trainings and renew security license
3	Thermal Scanning and/or QR Code Scanning	Checking all individuals that enters the campus	Year 2020-2021	Continuous	Year 2021	O	Outstanding	

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

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

Prepared by:

  
JULIUS V. ABELA  
 Head, OUDRRM





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 2021 to December 2021

Name of Staff: ENRIQUE E. CAROTE 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	5	4	3	2	1



improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	80				
Average Score	94.1 %				

Overall recommendation : Keep up the good work. 4.70


  
**JULIUS V. ABELA**  
 Printed Name and Signature  
 Head, OUDRRM

Exhibit L

**EMPLOYEE DEVELOPMENT PLAN**

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

Aim: To improve performance

Proposed Interventions to Improve Performance:

Date: July 01, 2021

Target Date: End of September 2021

First Step: Review 11 General Orders and Code of Ethics of being a security guard and attend refresher course security trainings.

Result: To be more effective and efficient during their tour of duty, renew licenses and gain new knowledge about safeguarding / security and safety measures

Date: October 01, 2021

Target Date: End of December 2021

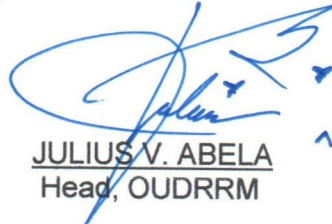
Next Step: Attend DRRM training program

Outcome: Preparedness in times of calamity or disaster and be eligible as part of the qualification of being a security guard

Final Step/Recommendation:

Attend trainings on how to make detailed blotter report and continue participate on DRRM training programs and security trainings.

Prepared by:

  
JULIUS V. ABELA  
Head, OUDRRM

Conforme:

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

Exhibit L