

E OF THE HEAD OF RFORMANCE MANAGEMENT AND **REWARDS & RECOGNITION**

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

CAORTE JR, ENRIQUE E.

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.60	70%	3.22
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	ntribution towards nt of office		1.41
		TOTAL NUI	MERICAL RATING	4.63

TOTAL NUMERICAL RATING:

4.63

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

4.63

FINAL NUMERICAL RATING

4.63

ADJECTIVAL RATING:

0

Prepared by:

Reviewed by:

ENRIQUE E. CAORTE JR.

Name of Staff

Recommending Approval:

REMBERT

Vice President for Admin & Finance

Approved:

REMBER ATINDOL

Chairman, PMT

"Exhibit B"

I, **ENRIQUE E, CAORTE**, 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 **July 1, 2020 to December 31, 2020**.

ENRIQUE E. CAORTE
Ratee

DARIO P. LINA
Head, Security Office

MFO / PAPS	Program/Activities/	Tocks Assigned			ACCOMPLISHMENT			Rating				
	Projects	Tasks Assigned	Target	Actual	Percentage	Q ¹	E ²	T ³	A^4	Remarks		
UMFO 6 General Administration and Support Services (GASS)				and the same of th								
VPAF MFO 7: Security Services and Management Office					AND THE RESIDENCE OF THE PARTY	PASSARIA SETS SANÇAS BALLI LASS						
Security Services Management MFOs:					MATERIAL PROPERTY AND ASSESSMENT AND ASSESSMENT ASSESSM	Maria menguanan				THE RESIDENCE OF THE COURT OF A STANDARD AND A		
MFO 3. Public Safety	ACCOUNTS OF THE PROPERTY OF T	OR THE WASHINGTON TO THE WORLD WITH THE WASHINGTON	THE RESERVE THE PROPERTY OF THE PERSON NAMED IN COLUMN 1975	MATERIAL CONTRACTOR OF THE PROPERTY OF THE PRO	METERS SECTIONS OF SECTION SEC				MANUFACTURE SPECIAL SP	GORDEN BERNEARTH SPECIE SECURE VIEW OF STATE OF		
MFO 4. Maintain Peace and		AND REPORTED THE PROPERTY OF T	THE COMPANY AND ASSESSED TO SEE STATE OF THE COMPANY AND ASSESSED TO SECURITION OF THE COMPANY AND ASSESSED TO SEC	alenta con constanta a constan		THE REAL PROPERTY AND ADDRESS OF THE PERSON NAMED AND ADDRESS	-					
Order												

MFO / PAPS			ACCOMPLISHMENT				Ra			
WFO / PAPS	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 widraw, 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.	675	808%	119.7%	4	4	5	4.33	
PI. 3. Hourly station checking of SG on duty	Station checking	Call attention of all guard on duty both fixed post and roving guards for the status of their area / location.	85.00%	100.00%	100.00%	4	4	5	4.33	
PI. 5. Number of orders/directives from higher office implemented	Orders/directives compliance/implementa tion 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; and Curfew policy.	100%	5%	100%	4	5	4	4.33	
MFO 5. Administrative and										NA ASCARNIC BARRATTERS STEELEN STEELEN STEELEN SCHOOL STEELEN SCHOOL STEELEN SCHOOL STEELEN SCHOOL SCHOOL STEELEN SCHOOL STEELEN SCHOOL STEELEN SCHOOL SCHOOL STEELEN SCHOOL STEELEN SCHOOL STEELEN SCHOOL SCHOOL STEELEN SCHOOL S
Support Services										
Management										

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	MFO / PAPS	Program/Activities/		ACCOMPLISHMENT			Rating				
	MFO / PAPS	Projects	Tasks Assigned	Target	Actual	Percentage	Q ¹	E ²	T ³	A ⁴	Remarks
		PI.9. Thermal Scanning of staff and personnel coming inside the campus	All SSMO Personnel	90%	90%	100%	5.0	5.0	5.0	5.0	Prevention on spreading COVID- 19 pandemic
		PI.11. Tire disinfection of all the vehicle who are from outside VSU that will enter the campus	All SSMO Personnel	90%	90%	100%	5.0	5.0	5.0	5.0	Prevention on spreading COVID- 19 pandemic
TOTAL OV	/ER-ALL RATING				THE SPEED SECULOUS AND SECURE SEASON SECURE	ETTERTREPRETER SEASEPHEAST AND CONTROL MATCHES AND AND A	MTS START PROPERTY OF START OF	WINNESS REAL PROPERTY SECOND	TOTAL STREET,	23.00	NATIONAL TO SELECT AND

Average Rating(Total Overall rating divided by 5)		4.60
Additional Points:	xx	
Punctuality	XX	
Approved additional points(with copy of approval)	XX	
FINAL RATING		4.60
ADJECTIVAL RATING		VS

Evaluated & Rated by:

Approved by:

DARID P. LWA Dept/Office Head

Date:

Vice Pres. For Admin & Finance

Date:

1 - Quality

2 - Efficiency

3 - Timeliness

Comments & Recommendation for Development Purpose:

Recommendation to attend security and safety trainings/seminars

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **ENRIQUIE 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/ Recommen dation
1	Manning fixed post	Effectively and efficiently manning of fixed post as per SOP	Refers to their monthly Duty Detail Report	End of weekly Guard Detail Order	01 Jun 2020 - 31 Dec. 2020	VS	Very Satisfactory	Attend security and safety seminars/ trainings
2	Campus Roving	AOR properly observed	Refers to their monthly Duty Detail Report	End of weekly Guard Detail Order	01 Jun 2020 - 31 Dec. 2020	VS	Very Satisfactory	Attend security and safety seminars/ trainings
3	Hourly Station Checking	Hourly monitoring of Guards on-duty	Everytime posting at post 1 or 2	Everytime posting at post 1 or 2	01 Jun 2020 - 31 Dec. 2020	VS	Very Satisfactory	

^{*} Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:

DARIO P. LINA Head, QUDRRM



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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 2020 to December 2020

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. Engine

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)		(Sca	le	
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	(3)	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	(3)	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

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	improvement of his work accomplishment	0				
12.	Willing to be trained and developed	(5)	4	3	2	1
	Score					
	eadership & Management (For supervisors only to be rated by higher supervisor)		S	Scal	е	
1.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	3	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.	(3)	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		8	0		
	Average Score		4.	70)	-

Overall re	commendation
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Printed Name and Signature Head, OUDRRM

EMPLOYEE DEVELOPMENT PLAN

Name of Employment Performance I	loyee: CAORTE, ENRIQUE E. JR Rating: VS
Aim: To impro	ve performance
Proposed Inte	rventions to Improve Performance:
Date: July 01,	, 2020 Target Date: End of September 2020
First Step:	Review the Eleven General Orders
Result:	More aware of his duties and responsibilities as Security Guard in VSU.
Date: Octobe	r 1, 2020 Target Date: End of December 2020
Next Step:	Attend security and safety / team building.
Outcome: efficient when	Possess positive working environment and able to be more effective and on-duty.

Final Step/Recommendation:

Attend Security Seminars/Training quarterly / semi-annually

Prepared by:

DARIO P. LINA lead, OUDRRM

Conforme:

ENRIQUE E. CAORTE JR Name of Ratee Faculty/Staff