

OFFIC THE HEAD OF PERFORMANCE 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, ERIQUE E. JR

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
11. Numerical Rating per IPCR	4.61	70%	3.22
12. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.42
	TOTAL NUI	MERICAL RATING	4.64

TOTAL NUMERICAL RATING:

4.64

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

4.64

FINAL NUMERICAL RATING

4.64

ADJECTIVAL RATING:

0

Prepared by:

Reviewed by

ENRIQUE E. CAORTE JR.

Name of Staff

JULIUS W. 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 January - June 2022.

ENRIQUE E. CAORTE JR.
Ratee

JULIUS V. ABELA Head, OUDRRM

MFO / PAPS	Program/Activities/	Tasks Assigned	ACCOMP	LISHMENT	Rating				Domonko	
WIFO / FAFS	Projects	l asks Assigned	Target Actual		$Q^1 E^2$		T ³	A ⁴	Remarks	
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%	5	5	5	5	Responded all emergency calls	
MFO 4. Maintain Peace and Order										

IIII O / I AI O	Projects	i asks Assigned	Target	Actual	Q ¹	E ²	T ³	A ⁴	Ivelliai və
UMFO 6 General Administration and Support Services (GASS)									
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 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	1460 hrs	1428 hrs	5	5	4	4.7	Manning and patrolling AOR
Pl. 4. 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 prroperties; No smoking policy; Improper disposal of solid waste; Curfew policy; and COVID-19 health protocols	95%	90%	5	5	4	4.7	Follow and implemented MEMO/ Advisory issued by top management and other offices
MFO 5. Administrative and Support Services Management									
PI 2. Number of VSU major events / program coordinated and secured	Safeguarding	Events on the campus properly secured	1	1	5	5	5	5	Secured VSU Anniversary
PI. 4. Thermal Scanning of staff and personnel coming inside the campus	COVID-19 health protocols	Implement temperature checking at guard posts and checking of vaccine card upon entry to the VSU campus	90%	90%	4	5	4	4.3	Implement IATF protocols for safety measure against COVID
MFO 7. Proactive Risk and Disaster Management									

WII O / I AI G	Projects	i dana maaiyiicu	Target	Actual	Q ¹	E ²	T ³	A ⁴	I/Giliai V9
UMFO 6 General Administration and Support Services (GASS)									
PI 1. DRRM programs/ trainings conducted in the campus in preparation to calamities/disaster		Awareness for faculty, staff, and students for disaster preparedness	1	1	4	4	4	4.0	Facilitated the Earthquake and Fire Drill at Quadrant 3
TOTAL OVER-ALL RATING								4.61	

Average Rating(Total Overall rating divided by 6)		4.61
Additional Points:		
Approved additional points(with copy of approval)	XX	
FINAL RATING		4.61
ADJECTIVAL RATING		0

Comments & Recommendations for Development

Purpose:

(outine to affect DFFM trainings

& what shaps for every enc) 154Fety

& personnel development

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



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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January	to June 2022
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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)		5	Scal	е	
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	<u>(5)</u>	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	4	.7	5		
	eadership & Management (For supervisors only to be rated by higher upervisor)		S	Scale	9	
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	8	1		,	
	Average Score	90	Γ.	29	Z	1

Overall recommendation

JULIUS V. ABELA
Printed Name and Signature

Head of Office

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Empl Performance F	oyee: CAORTE, ENRIQUE E. JR Rating: VS
Aim: To enhar	nce skills and be resilient
Proposed Inte	rventions to Improve Performance:
Date: Jan 202	Target Date: June 2022
First Step:	Attend DRRM Training / Workshop
Result:	
Date: April 20	Target Date: June 2022
Next Step:	Facilitate/Conduct Earthquake and Fire Drill
Outcome:	Preparedness in times of calamity or disaster
Final Step/Red	commendation:
	Attend trainings relevant to security and DRRM programs.
	Prepared by: JULIUS/V. ABELA
Conforme:	Head OUDRRM
Comonie.	ENRIQUE E, CAORTE JR. Name of Ratee Faculty/Staff