



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: CAORTE, ENRIQUE E.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.33	70%	3.03
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.70	30%	1.41
TOTAL NUMERICAL RATING			4.44

TOTAL NUMERICAL RATING: 4.44
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.44

FINAL NUMERICAL RATING 4.44

ADJECTIVAL RATING: VS

Prepared by:
ENRIQUE E. CAORTE
Name of Staff

Reviewed by: DARIO P. LINA
OIC-Head, Security Services Management Office

Recommending Approval:
REMBERTO A. PATINDOL
Vice President for Admin & Finance

Approved: REMBERTO A. PATINDOL
Chairman, PMT

"Exhibit B"

I, **ENRIQUE E. CAORTE**, of the SECURITY SERVICES OFFICE commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January 01, 2020 to June 30, 2020**.

ENRIQUE E. CAORTE

Ratee

DARIO P. LINA

Head, Security Office

[illegible]

[illegible]

MFO / PAPS	Program/Activities/ Projects	Tasks Assigned	ACCOMPLISHMENT		Percentage	Rating				Remarks
			Target	Actual		Q ¹	E ²	T ³	A ⁴	
	PI 6. Conduct census of housing unit inside the campus	Conduct census of the housing unit inside VSU campus for an update for keeping safe and secure the VSU for people who will enter the campus everyday.	8	8	100.00%	4	4	4	4.00	
TOTAL OVER-ALL RATING									17.33	


Average Rating(Total Overall rating divided by 4)		4.33
Additional Points:	xx	
Punctuality	xx	
Approved additional points(with copy of approval)	xx	
FINAL RATING		4.33
ADJECTIVAL RATING		VS

Comments & Recommendation for Development Purpose:

Exposure on trainings/seminars

Evaluated & Rated by:

Approved by:


DARIO P. LINA
Dept/Office Head
Date:


REMBERTO A. PATINDOL
Vice Pres. For Admin & Finance
Date:

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

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	Effective manning of fixed post as per SOP	Refer to weekly guard detail	End of weekly Guard Detail Order	01 Jan 2020 - 30 June 2020	VS	Very Satisfactory	Observance of 11 General Orders
2	Campus Roving	AOR properly observed	Refer to weekly guard detail	End of weekly Guard Detail Order	01 Jan 2020 - 30 June 2020	VS	Very Satisfactory	

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

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

Prepared by:


DARIO P. LINA
 OIC-Head, SSMO



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 2020 to June 2020

Name of Staff: CAORTE, ENRIQUE E. 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

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

12. Willing to be trained and developed	5	4	3	2	1
Score	Total 58				
B. 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	80				
Average Score	4.00				

Overall recommendation : _____

DARIO P. LINA

Printed Name and Signature
OIC-Head, Security Services Management Office

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Page 2 of 2
FM-PRO-14
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No.

183

EMPLOYEE DEVELOPMENT PLAN

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

Aim: To improve performance

Proposed Interventions to Improve Performance:

Date: January 01, 2020

Target Date: End of March 2020

First Step: Review the Eleven General Orders

Result: More aware of his duties and responsibilities as Security Guard in VSU.

Date: April 1, 2020

Target Date: End of June 2020

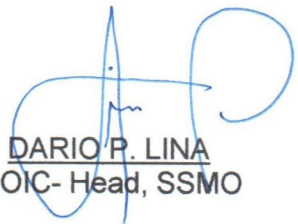
Next Step: Attend meetings with regards to Security operations and proper guarding of the VSU premises.

Outcome: Can easily respond to any form in incident happened inside the VSU premises

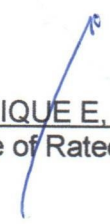
Final Step/Recommendation:

Attend Security Seminars/Training

Prepared by:


DARIO P. LINA
OIC- Head, SSMO

Conforme:


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