



#### OFFICE OF THE HEAD OF PERFORMANCE MANAGEMENT & RR<sup>2</sup>

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

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# 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 NUM	MERICAL 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:

Reviewed by:

ENRIQUE E. CAORTE Name of Staff

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 <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 **January 01, 2020 to June 30, 2020**.

ENRIQUE E. CAORTE
Ratee

DARIO P. LINA

MFO / PAPS	Program/Activities/	- 1 A · 1		LISHMENT			Ra	Bamarka		
WIFO / PAPS	Projects	- I acke Accidned		Actual	Percentage	Q <sup>1</sup>	$Q^1 \mid E^2 \mid T^3$		A <sup>4</sup>	Remarks
UMFO 6 General Administration and Support Services (GASS)	The second of th			emotophemica scotti ili paggarance abstrac	and the standard control of th					
VPAF MFO 7: Security Services and Management Office						MANAGE PROPERTY AND ADDRESS OF THE PARTY AND A				
Security Services Management MFOs:				MANAGEMENT STATE OF THE STATE O	AUDIOLISMASSA SALAS SALA	ANTO DESCRIPTION OF THE PROPERTY AND STREET	***************************************	MATERIAL PROPERTY AND ADDRESS OF THE PERSONS OF THE	Microsoft Page 14 Santa Carrage	HER CHINARI CO COMP MARIE DE CONTROL CONTROL DE CONTROL DE CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONT
MFO 3. Public Safety		PERSONAL SECURITY OF SECURITY OF SECURITY OF SECURITY OF SECURITY SECURITY OF	THE REAL PROPERTY SHAPE		The state of the s	NAMES OF TAXABLE PARTY ASSESSED.			MANUFACTURE AND ADDRESS OF THE PARTY OF THE	
MFO 4. Maintain Peace and	AND REPORT OF THE PROPERTY OF	PERSONALISM (\$1.00 FEB. PERSONALISM SECTION SE	THE RESIDENCE OF THE PERSON OF		AMERICAN AND AND AND AND AND AND AND AND AND A	post and Physical alternations			***************************************	AND THE RESERVE OF THE PROPERTY OF THE AND THE PROPERTY OF THE
Order										

MFO / PAPS	Program/Activities/	Tasks Assigned		LISHMENT	A STATE OF THE STA	Rating				1881 (1881   1881   1884   1884   1884   1884   1884   1884   1884   1884   1884   1884   1884   1884   1884	
WI O / PAI S	Projects	r asks Assigned	Target	Actual	Percentage	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	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	700	103.7%	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	5	5	4.67		
PI. 5. Number of orders/directives from higher office implemented	Orders/directives compliance/implementa tion on different memorandum circulars issued by <b>OP</b> .	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%	12	100%	4	4	5	4.33		
MFO 5. Administrative and			DEFECTION OF THE PARTY AND ADDRESS OF THE PART	NEW TOTAL OF SECURITY STORE STATE AND ASSOCIATE	TOTAL TITLE COMPANY OF THE PARTY OF THE PART			ada (finantina ji na të maga atti dhe të		THE STATE OF THE S	
Support Services											
Management											

MEO / DADC	Program/Activities/	- 1 A - 1	ACCOMP	CCOMPLISHMENT		ACTUAL PROPERTY OF THE	Ra	ting			
MFO / PAPS	Projects Tasks Assigned		Target Actual Po		Percentage	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Remarks	
	housing unit inside the	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	100.00%	4	4	4	4.00		
OTAL OVER-ALL RATING	DISTRICTURE STATE STATE SANS SANS SANS SANS SANS SANS SANS SAN								17.33	To be a supplied to the suppli	

Average Rating(Total Overall rating divided by 4)	TET INTERNAL MANUAL	4.33
Additional Points:	XX	AND THE PROPERTY OF THE PROPER
Punctuality	XX	The second secon
Approved additional points(with copy of approval)	XX	
FINAL RATING	THE CONTRACT OF THE PARTY OF THE CONTRACT OF T	4.33
ADJECTIVAL RATING		VS

Evaluated & Rated by:

Approved by:

DARIO P. LINA Dept/Office Head

Date

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

REMBERTO A. PATINDOL

Vice Pres. For Admin & Finance Date:

Comments & Recommendation for Development Purpose:

Exposure on trainings/seminors

## 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	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	Campus Roving Properly observed	Refer to weekly guard detail	End of weekly Guard Detail Order	01 Jan 2020 - 30 June 2020	VS	Very Satisfactory	

<sup>\*</sup> Either very impressive, impressive, needs improvement, poor, very poor \*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

DARIO P LINA OIC-Head, SSMQ





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## 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 requirement. The staff delivers outputs which always results to best practice 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	5	4	3	2	1
1.	Accepts objective criticisms and opens to suggestions and innovations for	5	4	3	2	1

12.	Willing to be trained and developed	(5)	4	3	2	1
	Score		58	3		
B. L	Leadership & 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	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	
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	
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	(5)	4	3	2	
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	<b>(</b> 2)	4	3	2	1
	Total Score		5	30		
	Average Score			4-7	0	

Overall recommendation	:	

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

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.

### EMPLOYEE DEVELOPMENT PLAN

Name of	Employee:	CAORTE,	<b>ENRIQU</b>	E 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: A

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