



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	4.67	70%	3.27
12. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.35
TOTAL NUMERICAL RATING			4.62

TOTAL NUMERICAL RATING: 4.62
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.62

FINAL NUMERICAL RATING 4.62

ADJECTIVAL RATING: 0

Prepared by: W

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 2022.

ENRIQUE E. CAORTE JR.
Ratee


JULIUS V. ABELA
Head, OUDRRM

[illegible]

[illegible]

UMFO 6	Projects	Tasks Assigned	Target	Actual	Q ¹	E ²	T ³	A ⁴	Remarks
UMFO 6 General Administration and Support Services (GASS)									
PI 1. DRRM programs/ trainings conducted in the campus in preparation to calamities/disaster	Facilitated trainings within the campus	Awareness for faculty, staff, and students for disaster preparedness	1	1	4	5	4	4.3	Facilitated the Earthquake and Fire Drill at Quadrant 3
TOTAL OVER-ALL RATING								4.67	

Average Rating(Total Overall rating divided by 6)		4.67
Additional Points:		
Approved additional points(with copy of approval)	xx	
FINAL RATING		4.67
ADJECTIVAL RATING		0

Comments & Recommendations for Development Purpose:

Continue to attend DRRM trainings and workshops for emergency, safety and 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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2022

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)		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 improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score		4.5				

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		22				
Average Score						

Overall recommendation :

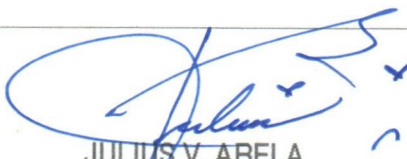

JULIUS V. ABELA
 Printed Name and Signature
 Head of Office

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

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

Aim: To enhance skills and be resilient

Proposed Interventions to Improve Performance:

Date: July 2022 Target Date: September 2022

First Step: Facilitate/ Conduct Earthquake and Fire Drill

Result: Provide awareness in times of calamity or disaster

Date: October 2022 Target Date: December 2022

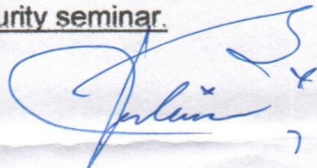
Next Step: Attend DRRM-related seminar and training/workshop

Outcome: _____

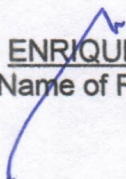
Final Step/Recommendation:

Attend DRRM-related training/workshop and security seminar.

Prepared by:


JULIUS V. ABELA
Head, OUDRRM

Conforme:


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