



Visca, Baybay City, Leyte, PHILIPPINES Telephone: local 1111, 1112, 1113, 1129

Email: drm@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	4.67	70%	3.27
12. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.35
	TOTAL NUI	MERICAL 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: ~

Reviewed by

ENRIQUE E. CAORTE JR.

Name of Staff

Head, OUDRRM

Recommending Approval:

DANIEL LESLIE S. TAN

Vice President for Admin & Finance

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Approved:

DANIEL LESLIE S. TAN

Chairman, PMT

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"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

WEG / DADG	Program/Activities/	Toolka Assilmad	ACCOMPLISHMENT			Ra	ting		Domarka	
MFO / PAPS	Projects	Tasks Assigned	Target	Target Actual		$Q^1 E^2$		A <sup>4</sup>	Remarks	
UMFO 6 General Administration and Support Services (GASS)		Maria de la companya							erner in ar intereste	
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										

MIOTALS	Projects	I dana maaiyiicu	Target	Actual	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Nemarka
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		1428 hrs	5	5	4	4.7	Manning and patrolling AOR
<u>Pl. 4.</u> 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 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									

III O / I AI 3	Projects	i dana masiyiled	Target	Actual	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Nemarks
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)	хх		
FINAL RATING		4.67	
ADJECTIVAL RATING	te in a sur construction of the	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:

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Approved by:

DANIEL LESLIE S. TAN

Vice Pres. For Admin & Finance Date:





# OFFICE OF THE UNIVERSITY DISASTER & RISK-REDUCTION MANAGEMENT

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#### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>July – December 2022</u>	
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)	3		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	1	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	Ç	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5		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	( <del>4</del> )	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	-T		

	eadership & Management (For supervisors only to be rated by higher supervisor)		5	Scale	е	
1.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	<u>(5)</u>	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					
	Average Score					

Overall recommendation

Printed Name and Signature

Head of Office

## Exhibit L

## EMPLOYEE DEVELOPMENT PLAN

Name of Emp Performance	ployee: CAORTE, ENRIQUE E. JR Rating: O	
Aim: To enha	ance skills and be resilient	
Proposed Int	erventions to Improve Performance:	
Date: July 20	7022 Target Date: September 202	2
First Step:	Facilitate/ Conduct Earthquake and Fire Dri	II ·
Result:	Provide awareness in times of calamity or d	lisaster
Date: Octob	er 2022 Target Date: December 2022	2
Next Step:	Attend DRRM-related seminar and training/	workshop
Outcome:		
Final Step/Re	ecommendation:	
	Attend DRRM-related training/workshop an	d security seminar.
	Prepared by:	Julian
		JULIUS V. ABELA Head, OUDRRM
Conforme:	A	
	ENRIQUE E, CAORTE JR. Name of Ratee Faculty/Staff	