



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

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

CAINTIC, JEREMY S

| | Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|----|---|-------------------------|-----------------------|---|
| 1. | Numerical Rating per IPCR | 4.70 | 70% | 3.29 |
| 2. | Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.73 30% | | 1.42 |
| | | TOTAL NU | MERICAL RATING | 4.71 |

| TOTAL | NUMERICAL | RATING: |
|---------|------------|---------|
| A 1 1 A | 1 1141 1 4 | |

4.71

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

4.71

FINAL NUMERICAL RATING

4.71

ADJECTIVAL RATING:

0

Prepared by:

Reviewed by:

JEREMY S. CAINTIC

JULIUS V. ABELA Head, OUDRRM

Recommending Approval:

DANIEL LESLIE S. TAN

Vice President for Admin & Finance

Approved:

DANIEL LESLIE S. TAN Chairman, PMT

Vision: Mission:

"Exhibit B"

I, JEREMY S. CAINTIC, of the Office of University Disasted and Risk-Reduction Management accomplished the following targets for the period July-December 2021.

JEREMY S. CAINTIC
Ratee

JULIUS V. ABELA

Head, OUDRRM

| MFO / PAPS | Program/Activities/ Projects | Tasks Assigned | ACCOMP | LISHMENT | | Rating Parting Table 1 | | | |
|---|--|--|--|--|--|--|--|--|--|
| | 1 · · · · · · · · · · · · · · · · · · · | rasks Assigned | Target | Actual | Q ¹ | F ² | т3 | Λ4 | incident withir |
| UMFO 6 General Administration | | And the control of the section of the control of th | | | | Best | | A | |
| and Support Services (GASS) | | | | | | | | | |
| VPAF MFO 7: Security Services | | | Processor of the Control of the Cont | - | MINISTERNATION SERVICES | ACTUAL DESIGNATION OF THE PARTY | ar-wareness and the same | | AND RESIDENCE AND ADDRESS OF THE PARTY OF TH |
| and Management Office | | | | | | | | | |
| Security Services Management | THE THE PROPERTY AND ADDRESS OF THE PROPERTY OF THE PROPERTY AND ADDRESS OF THE PROPERTY ADDRESS OF THE PROPERTY AND ADDRESS OF THE PROPERTY A | AND RELIGIOUS CONTROL | Description of the Property of the Party of | and the state of t | THE REPORT OF THE PARTY OF THE | THE REAL PROPERTY AND ADDRESS OF THE PERSON NAMED AND ADDRESS | - | The same and the s | The second state of the se |
| MFOs: | | | | | | | | | |
| MFO 3. Safety management | | The second secon | | | AAN OLON SALIM SAL | AND DESCRIPTION OF THE PERSON | | - | ANNUAL DISTRICTOR CONTROL OF THE PARTY OF TH |
| 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 | 4 | 4 | 4.33 | Responded all incident within VSU perimeter |
| MFO 4. Maintain Peace and Order | | | | SATE PORTEY STANKE S | | | | | |

| MFO / PAPS | Program/Activities/ Projects | Tasks Assigned | ACCOMP | ACCOMPLISHMENT | | ACCOMPLISHMENT | | COMPLISHMENT | | | nting | | |
|--|--|--|---|--|-----------------------------|--|--|--|---|--|-------|--|--|
| | . Togram/tenvines/170jects | l asks Assigned | Target | Actual | Q ¹ | E ² | T ³ | A^4 | Remarks | | | | |
| 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. | 745 hrs | 888 hrs | 4 | 5 | 5 | 4.67 | Manning the fixed post | | | | |
| PI. 4. Number of orders/directives from higher office implemented | Orders/directives compliance/implementation 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% | 95% | 4 | 5 | 5 | 4.67 | Implemented all directived, rules and regulations from the top management | | | | |
| MFO 5. Administrative and Support Services Management | The second secon | | | CHARLES AND ENGLISH CHARLES CHARLES AND | end-direction and an artist | | MATHERE BROWN PROPERTY AND A PROPERTY AND A | THE RESERVE AND ADDRESS OF THE PERSON OF THE | ARESAFERENSAMO EMPLOSAMENTALISMOS UTPTOTT REPORT ESSENCIAL ERAN EMPLOYED ENGLISHMOST | | | | |
| Pl. 4. Thermal Scanning of staff and personnel coming inside the campus | COVID-19 health protocols | Continuous thermal scanning of all personnel, visitors and clients who will enter the campus | 90% | 90% | 5 | 5 | 5 | 5.00 | Health Protocol | | | | |
| Pl. 5. Tire disinfection of all the vehicle who are from outside VSU hat will enter the campus | COVID-19 health protocols | Continuous tire disinfection of all outside VSU vehicles who will enter the campus | 90% | 90% | 5 | 5 | 5 | 5.00 | Health Protocol | | | | |
| OTAL OVER-ALL RATING | | The second of th | AND DESCRIPTION OF THE PERSON | THE RESIDENCE OF THE RESIDENCE OF THE PERSON NAMED AND ADDRESS | | THE PERSON NAMED IN COLUMN 2 IS NOT THE PERSON NAMED IN COLUMN 2 I | POPULATION ROTTED PLOT DE LA | 23.67 | ONTO THE STATE OF | | | | |

-1

| MFO / PAPS | Program/Activities/ Projects | Tasks Assigned | |
|---|--|----------------|---|
| Average Rating(Total Overall rating divided by 5) | | 4.73 | |
| Additional Points: | A STATE OF THE PARTY OF THE PAR | | - |
| Approved additional points(with copy of approval) | хх | | |
| FINAL RATING | | 4.73 | - |
| ADJECTIVAL RATING | | 0 | |

Comments & Recommendations for Development Purpose

 A^4

Remarks

Rating

 E^2 T^3

Renew Security License and attend relevant DRRM and security safety trainings for learning and development.

Evaluated & Rated by:

JULIUS W. ABELA

Dept/office Head

Date:

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Approved by:

DANIEL LESLIE S. TAN

Vice Pres. For Admin & Finance

ACCOMPLISHMENT

Actual

Target

Date:

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **JEREMY S. CAINTIC**

| 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 | Effectively efficiently manning of fixed post as per SOP and | Refers to their monthly Duty Detail Report | End of weekly Guard Detail Order | 01 July 2021 – 31 December 2021 | 0 | Outstanding | Attend DRRM trainings and renew security license |
| 2 | Campus Roving | AOR properly observed | Refers to their monthly Duty Detail Report | End of weekly Guard Detail Order | 01 July 2021 – 31 December 2021 | 0 | Outstanding | Attend DRRM trainings and renew security license |
| 3 | Thermal Scanning and/or QR Code Scanning | Checking all individuals that enters the campus | Year 2020-2021 | Continuous | Year 2021 | 0 | Outstanding | |

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

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

Prepared by:

JULIUS V. ABELA Head, OUDRRM



CE OF THE HEAD OF PERFORMANCE MANAGEMENT AND REWARDS & RECOGNITION

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 2021 to December 2021

Name of Staff: <u>JEREMY S. CAINTIC</u> Position: <u>SECURITY GUARD I</u>

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 | | | | | |

| | Commitment (both for subordinates and supervisors) | | (| Sca | le | |
|----|---|-----|---|-----|----|---|
| 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 | 6 | 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 | | 4 | 3 | 2 | 1 |
| 4. | Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time. | (3) | 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 | | 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. | | 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 | | 4 | 3 | 2 | 1 |
| 0. | 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 | | 4 | 3 | 2 | 1 |
| 1. | Accepts objective criticisms and opens to suggestions and innovations for | (5) | 4 | 3 | 2 | 1 |

| - | improvement of his work accomplishment | _ | T | Т- | _ | _ |
|------|---|---------|---|------|----|---|
| 12. | Willing to be trained and developed | (6) | - | - | - | _ |
| | Score Total | (5) | 4 | 3 | 2 | |
| B. I | eadership & Management (For supervisors only to be rated by higher supervisor) | | 5 | Scal | le | |
| 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 | 1 |
| 4. | Accepts accountability for the overall performance and in delivering the output required of his/her unit. | 5 4 3 2 | | 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 | 0 | | | |
| | Average Score | | | | | |

Overall recommendation

JULIUS V. ABELA

Printed Name and Signature Head, OUDRRM 4.70

EMPLOYEE DEVELOPMENT PLAN

| Name of Employee: | CAINTIC, | JEREMY | S. |
|---------------------|----------|---------------|----|
| Performance Rating: | | | |

Aim: To improve performance

Proposed Interventions to Improve Performance:

Date: July 01, 2021

Target Date: End of September 2021

First Step: Review 11 General Orders and Code of Ethics of being a security guard and attend refresher course security trainings.

Result: To be more effective and efficient during their tour of duty, renew licenses and gain new knowledge about safeguarding / security and safety measures

Date: October 01, 2021 Target Date: End of December 2021

Next Step: Attend DRRM training program

Outcome: <u>Preparedness in times of calamity or disaster and be eligible as part of the qualification of being a security guard</u>

Final Step/Recommendation:

Attend trainings on how to make detailed blotter report and continue participate on DRRM training programs and security trainings.

Prepared by:

Head, OUDRRM

Conforme:

Name of Ratee Faculty/Staff