



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: ENRIQUE E. CAORTE JR.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.61	70%	3.23
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
TOTAL NUMERICAL RATING			4.60

TOTAL NUMERICAL RATING: 4.60

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.60

FINAL NUMERICAL RATING 4.60

ADJECTIVAL RATING: 0

Prepared by:

ENRIQUE E. CAORTE JR.
Name of Staff

Reviewed by:

JULIUS X. ABELA
Department/Office Head

Approved:

ELWIN JAY V. YU
Vice President

"Exhibit B"

I, ENRIQUE E. CAORTE JR., of the University Disaster Risk-Reduction & Management, Safety & Security Office accomplished the following targets for the period January-June 2024.

ENRIQUE E. CAORTE JR.

Ratee

7-11-24

JULIUS V. ABELA

Head, UDRRMSSO

7-12-24

MFO / PAPS	Program/Activities/ Projects	Tasks Assigned	ACCOMPLISHMENT		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
UMFO 6 General Administration and Support Services (GASS)									
VPAF MFO 7: Security Services and Management Office									
Security Services Management MFOs:									
MFO 1. Conduct Investigation on reported incidents									
PI 1. Investigate all reported incidents	Security Assistance	Responded to all incidents reported inside the campus. Take blotter report, make incident report for information purposes.	100%	100%	4	5	5	4.7	Recorded in the blotter logbook and reported to the supervisors for proper action
MFO 3. Safety management									
PI 2. Respond to all emergency calls that needs assistance	Emergency Assistance	Responded to all calls and emergencies that need assistance inside the campus properly	95%	100%	5	5	4	4.7	All emergency calls that need assistance within the University premises have been responded to properly. Blotter the incident for information purposes.

[illegible]

MFO / PAPS	Program/Activities/ Projects	Tasks Assigned	ACCOMPLISHMENT		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
MFO 7. Proactive Risk and Disaster Management									
PI 1. DRRM programs/ trainings conducted in the campus in preparation to calamities/disaster	Attended the Basic Life Support Training Workshop	Awareness for faculty, staff, and students for disaster preparedness	1	1	5	5	4	4.7	Attended DRRM preparedness training
TOTAL OVER-ALL RATING								27.67	

Average Rating(Total Overall rating divided by 7)		4.61
Additional Points:		
Approved additional points(with copy of approval)	xx	
FINAL RATING		4.61
ADJECTIVAL RATING		O

Comments & Recommendations for Development Purpose:
Recommended to attend security and DRRM related trainings

Evaluated & Rated by:

JULIUS X. ABELA

Dept/Office Head

Date: 7-12-24

Approved by:

ELWIN JAY V. YU

Vice Pres. For Admin & Finance

Date: 8-26-24

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

PERFORMANCE MONITORING & COACHING JOURNAL

/	1st	Q U A R T E R
/	2nd	
	3rd	
	4th	

Name of Office: University Disaster Risk-Reduction & Management, Safety & Security Office

Head of Office: JULIUS V. ABELA

Number of Personnel: 61

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		The Head of Office conducted monthly office meetings for regular updates	The memos issued by the top management were cascaded to everyone for the implementation		Instructed to attend DRRM training and renew security license.
Coaching		SGs are encouraged to participate in the in-house DRRM-related seminar workshops.		Weekly duty detailed order was issued to all security guards	Instructed to attend DRRM-related seminars and workshops and attend security related trainings for regular updates of protocols

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

JULIUS V. ABELA
Head, UDRRMSSO

Noted by:

ELWIN JAY V. YU
VP for Admin & Finance

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CAORTE, ENRIQUE E. JR

Performance Rating: Q

Aim: To gain more knowledge, enhance/develop skills, and be resilient to any kind of incident and/or disaster.

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date: January to March 2024

First Step: To attend Basic Life support training or DRRM-related seminars and workshops

Result: As an organic emergency responder, they will always be ready to quickly respond to any incident/ disaster within the campus.

Date: January 2024

Target Date: January to December 2024

Next Step: Manning university-wide events and attending security seminars/ trainings

Outcome: Secure university-wide events and be refreshed and updated with new security protocols and techniques

Final Step/Recommendation:

To exceed the current performance as an effective and efficient security guard and emergency responder inside the campus.

Prepared by:


JULIUS V. ABELA
Head UDRRMSSO

Conforme:


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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY – JUNE 2024

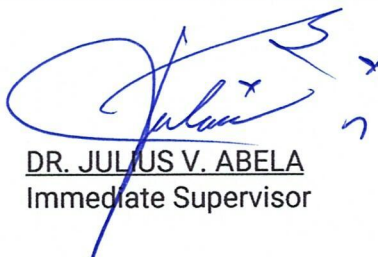
Name of Staff: ENRIQUE E. CAORTE JR. Position: SECURITY GUARD I

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	55				
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					
Average Score	4.583				
Overall recommendation:					


 DR. JULIUS V. ABELA
 Immediate Supervisor