

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: CAORTE, ENRIQUE E.

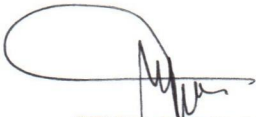
| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|----------------------------|-----------------------------|--|
| 1. Numerical rating per IPCR | 4.33 | 70% | 3.03 |
| 2. Supervisors/Head's assessment of His contribution towards Attainment of office accomplishments | 4.60 | 30% | 1.38 |
| TOTAL NUMERICAL RATING | | | 4.41 |

TOTAL NUMERICAL RATING: 4.41
Add: Additional Approved Points, if any:
TOTAL NUMERIAL RATING: 4.41
ADJECTIVAL RATING: VS

Prepared by:

Reviewed by:

ENRIQUE E. CAORTE
Name of Staff


CELSON GUMAOD
Department/Office Head

Approved:


REMBERTO A. PATINDOL
Chairman, PMT

80

GELSO GUNAG

Ratee

Head, Security Office

[illegible]

| MFO / PAPS | Program/Activities/ Projects | Tasks Assigned | ACCOMPLISHMENT | | Percentage | Rating | | | | Remarks |
|--|--|---|----------------|--------|------------|----------------|----------------|----------------|----------------|---------|
| | | | Target | Actual | | Q ¹ | E ² | T ³ | A ⁴ | |
| PI 2. 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 properties, No smoking policy, improper disposal of solid waste, and curfew policy. | 100% | 12 | 100% | 4 | 4 | 5 | 4.33 | |
| TOTAL OVER-ALL RATING | | | | | | | | | 8.67 | |

| | | |
|---|----|------|
| Average Rating(Total Overall rating divided by 6) | | 4.33 |
| Additional Points: | xx | |
| Punctuality | xx | |
| Approved additional points(with copy of approval) | xx | |
| FINAL RATING | | 4.33 |
| ADJECTIVAL RATING | | VS |

Comments & Recommendation for Development Purpose:

Protect the interest of our unit and our clients without compromise & prejudice and be honest on your actions, words and thought.

Evaluated & Rated by:

Approved by:

CELSON GUMAOD
Dept/Office Head
Date:

REMBERTO A. PATINDOL
Vice Pres. For Admin & Finance
Date:

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

PERFORMANCE MONITORING FORM

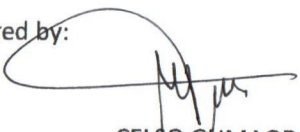
Name of Employee: **ENRIQUE E. CAORTE, JR.**

| Task No. | Task Description | Expected Output | Date Assigned | Expected Date to Accomplished | Actual Date of Accomplishment | Quality of Output | Over-all assessment of output** | Remarks Recommendation |
|----------|--|---|------------------------|----------------------------------|-------------------------------|-------------------|---------------------------------|------------------------|
| 1 | Check and log incoming visitors and students | Visitors and students are properly log in | Refer to weekly detail | End of weekly Guard Detail Order | June 30, 2019 | VS | Very Satisfactory | |
| 2 | Campus roving | AOR properly observed | Refer to weekly detail | End of weekly Guard Detail Order | June 30, 2019 | VS | Very Satisfactory | |
| | | | | | | | | |

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

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

Prepared by:


CELSO GUMAOD
 Head-Security Services Office

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 to June 30, 2019

Name of Staff: ENRIQUE E. CAORTEPosition: 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. Takes charge of the post and all government properties in view. | | 5 | 4 | 3 | 2 | 1 |
| 2. Walks during his tour-of-duty in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing. | | 5 | 4 | 3 | 2 | 1 |
| 3. Reports all violation of orders he is instructed to enforce. | | 5 | 4 | 3 | 2 | 1 |
| 4. Repeats all calls from posts more distant from the guard house where he is stationed. | | 5 | 4 | 3 | 2 | 1 |
| 5. Quits his post only when properly relieved. | | 5 | 4 | 3 | 2 | 1 |
| 6. Receives, obeys and passes on to the relieving guard all orders from the university heads, SSO head, security officer or shift supervisors. | | 5 | 4 | 3 | 2 | 1 |
| 7. Talks to no one except in line of duty. | | 5 | 4 | 3 | 2 | 1 |
| 8. Gives the alarm in case of fire or disorder. | | 5 | 4 | 3 | 2 | 1 |
| 9. Calls the superior officer in any case not covered by instructions. | | 5 | 4 | 3 | 2 | 1 |
| 10. Salutes all university officials, his superiors, ranking public officials and commissioned officers of the Armed Forces of the Philippines. | | 5 | 4 | 3 | 2 | 1 |
| 11. Especially watchful at night, and during the time of challenging, challenges all persons near his post and allows no one to pass without proper authority. | | 5 | 4 | 3 | 2 | 1 |
| 12. Wears his uniform, badge, patches and insignia in a proper manner, and neat in appearance as a symbol of public trust and confidence. | | 5 | 4 | 3 | 2 | 1 |
| 13. Familiarizes himself diligently with the rules and regulations laid down by the university and that of the customers or clients. | | 5 | 4 | 3 | 2 | 1 |
| 14. Learns at heart or memorizes and strictly observes the laws and regulations governing the use of firearms. | | 5 | 4 | 3 | 2 | 1 |
| 15. Acts at all times with decorum and does not permit personal feelings; prejudices and undue friendship to influence his actuations in the performance of his official functions. | | 5 | 4 | 3 | 2 | 1 |
| Total Score | | 69/15 = 4.60 | | | | |

69 4.60
1

| 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 | | | | | | |

Overall recommendation : _____



CELSO GUMAOD
Head-Security Services Office

PERFORMANCE MONITORING & COACHING JOURNAL

| | | |
|--|-----|--|
| | 1st | |
| | 2nd | |
| | 3rd | |
| | 4th | |

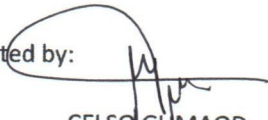
Name of Office SECURITY SERVICES OFFICE
Head of Office: CELSO GUMAOD
Name of Staff: CAORTE, ENRIQUE E

Signature: _____

Date: _____

| Activity Monitoring | MECHANISM | | | | Remarks |
|---------------------|---|---|--|---|--|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Monitoring | The Head of office and shift supervisor conducted on the spot follow-up observations and inspection of detailed SG in his AOR | Participation of the SG's and admin staff meeting in the different activities conducted by the head of office | President Memo on the different university event/celebrations. | LOI and verbal instructions of the University President and OVPAF | Security Guard concerned was informed of his assignments and properly monitored. |
| Coaching | The concerned staff will informed of the ourcome of the previous office performance especially concerning draw-backs on their assigned tasks. Advices were given to the concerned SG. | Security Guards attended command conference/meeting s to iron out what is best he can contribute the unit. | SSO Memo, orders and LOI issued | Weekly duty detail order was issued to concerned SG. | Narrative instruction was tiven and encouragement to do much better. |

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

Conducted by: 
CELSO GUMAOD
Head-Security Services Office

Noted by: 
REMBERTO A. PATINDOL
Vice Pres for Admin. & Finance

EMPLOYEE DEVELOPMENT PLAN

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

Aim: To improve performance

Proposed Interventions to Improve Performance:

Date: January 01, 2019 Target Date: End of March 2019

First Step:
Review the Eleven General Orders

Result:
More aware of their respective duties and responsibilities


Date: April 01, 2019 Target Date: End of June 2019

Next Step:
Attendance of general meeting and special conference with regards to Security operations

Outcome: Can easily respond to any form of incident happened in the campus.

Final Step Recommendation:
Attendance of security seminars/trainings.

Conforme:
ENRIQUE E. CAORTE
Name of Ratee Staff

Prepared by: 
CELSO GUMAOD
Head-Security Services Office