



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **CAINTIC, JEREMY S**

| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|-------------------------|--------------------------|---|
| 7. Numerical Rating per IPCR  | 4.62                    | 70%                      | 3.23                                    |
| 8. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 4.83                    | 30%                      | 1.45                                    |
| <b>TOTAL NUMERICAL RATING</b>   |                         |                          | <b>4.68</b>                             |

TOTAL NUMERICAL RATING: 4.68

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.68

FINAL NUMERICAL RATING 4.68

ADJECTIVAL RATING: 0

Prepared by:

JEREMY S. CAINTIC  
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, **JEREMY S. CAINTC**, of the Office of University Disasted and Risk-Reduction Management accomplished the following targets for the period January - June 2022.

JEREMY S. CAINTIC  
Ratee

**JULIUS V. ABELA**  
Head, OUDRRM

[illegible]

| MFO / PAPS   | Program/Activities/<br>Projects   | Tasks Assigned   | ACCOMPLISHMENT |          | Rating         |                |                |                | Remarks  |
|--|---|--|----------------|----------|----------------|----------------|----------------|----------------|--|
|  |   |  | Target         | Actual   | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |  |
| 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 withdraw, 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 | 1460 hrs       | 1428 hrs | 5              | 5              | 4              | 4.7            | Manning and patrolling AOR   |
| 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 properties; 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 |
| <u>MFO 5. Administrative and Support Services Management</u>       |   |  |                |          |                |                |                |                |  |
| 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  |



| MFO / PAPS  | Program/Activities/<br>Projects         | Tasks Assigned  | ACCOMPLISHMENT |        | Rating         |                |                |                | Remarks   |
|---|---|---|----------------|--------|----------------|----------------|----------------|----------------|---|
|   |   |   | Target         | Actual | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |   |
| <b>PI. 4. Thermal Scanning of staff and personnel coming inside the campus</b>                      | 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              | <b>4.3</b>     | Implement IATF protocols for safety measure against COVID |
| <b>PI 6. Number of Guard Detail printed and filed</b>   | Office coordination                     | Preparation of duty detail  | 24             | 23     | 5              | 5              | 4              | <b>4.7</b>     | Considated guard detail each shift                        |
| <b>MFO 7. Proactive Risk and Disaster Management</b>  |   |   |                |        |                |                |                |                |   |
| <b>PI 1. DRRM programs/ trainings conducted in the campus in preparation to calamities/disaster</b> | Facilitated trainings within the campus | Awareness for faculty, staff, and students for disaster preparedness                                    | 1              | 1      | 4              | 4              | 4              | <b>4.0</b>     | Facilitated the Earthquake and Fire Drill at Quadrant 3   |
| <b>TOTAL OVER-ALL RATING</b>  |   |   |                |        |                |                |                | <b>4.62</b>    |   |

|   |           |             |
|---|-----------|-------------|
| Average Rating(Total Overall rating divided by 7) |           | <b>4.62</b> |
| Additional Points:                                |           |             |
| Approved additional points(with copy of approval) | <b>XX</b> |             |
| <b>FINAL RATING</b>                               |           | <b>4.62</b> |
| <b>ADJECTIVAL RATING</b>                          |           | <b>O</b>    |

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| Comments & Recommendations for Development<br>Purpose:                                       |
| Continue to attend DRRM trainings & workshops for emergency, safety & 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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2022

Name of Staff: JEREMY S. CAINTIC

Position: SECURITY GUARD II

**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  |   |   |   |   |   | 4.83         |
| <b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>  |   |   |   |   |   | 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  |   |   |   |   |   | 82           |
| Average Score  |   |   |   |   |   | 96.47 / 4.82 |

Overall recommendation :

*Outstanding;  
Can work with minimal supervision.*



JULIUS V. ABELA  
Printed Name and Signature  
Head of Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CAINTIC, JEREMY S.  
Performance Rating: VS

Aim: To enhance skills and be resilient

Proposed Interventions to Improve Performance:

Date: Jan 2022                      Target Date: June 2022

First Step:    Attend DRRM Training / Workshop

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Result:

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Date: April 2022                      Target Date: June 2022

Next Step:    Facilitate/Conduct Earthquake and Fire Drill

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Outcome:    Preparedness in times of calamity or disaster

Final Step/Recommendation:

Attend trainings relevant to security and DRRM programs.

Prepared by:

  
JULIUS V. ABELA  
Head, OUDRRM

Conforme:

  
JEREMY S. CAINTIC  
Name of Ratee Faculty/Staff