

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF  
(July – December 2018)

Name of Administrative Staff: ARNULFO M. DUARTE

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.75	x 70%	3.32
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	x 30%	1.44
TOTAL NUMERICAL RATING			4.76


TOTAL NUMERICAL RATING: - 4.76

Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: -

ADJECTIVAL RATING: - Outstanding

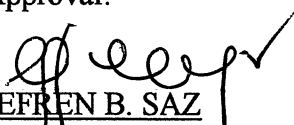
Prepared by:

  
RONILLO V. CANO  
Name of Staff


Reviewed by:

  
ADELINA O. CARRENO  
Program Registrar

Recommending Approval:

  
EFREN B. SAZ  
Director for Extension

Approved:

  
OTHELLO B. CAPUNO  
VP for Research & Extension

Visayas State University  
**EXTENSION**  
Visca, Baybay City, Leyte

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **ARNULFO M. DUARTE**, Staff of the VSU-Technical Vocational Education and Training (TVET), commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **July to December 2018**

**ARNULFO M. DUARTE**  
Welder II  
Date: 15 January 2019


**EFREN B. SAZ**  
Director for Extension  
Date: 15 January 2019

Rating Equivalents:  
5 - Outstanding  
4 - Very Satisfactory  
3 - Satisfactory  
2 - Fair  
1 - Poor


MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment (July-Dec. 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 4	Extension Services	PI 1. Number of person-days trained weighted by length of training	Trainer	Training on welding	200	580	5	5	4	4.7	580 person-day trained
		PI 2. Number of IEC materials/technoguides developed/used		Develop instructional module	3	3	4	5	5	4.7	3 modules
				Develop jobsheet/ Task sheet	15	30	5	4	5	4.7	30 jobsheets
MFO 6	General Admin. & Support Services (GASS)	PI 10. Efficient and customer-friendly frontline service	Service	Served clients with courtesy; immediate response to client needs and inquiries	Zero complaint from clients	Zero complaint from clients	5	5	5	5.0	100% no complaint; served clients with courtesy; immediate response to client needs and inquiries
		PI 11. Additional Outputs	Fabrication	Fabricated flat/half round handle	30	30	5	5	4	4.7	30 units

			Fabrication	Supervised OJT on fabrication of trusses; erection of trusses; installation of roof	1	1	5	4	5	4.7	1 unit
									Comments & Recommendations for Development Purposes:		
Number of Performance Indicators Filled-up							6		Recommended to take the CS Career Professional Exam to be promoted to permanency. Also advised to undergo advance training on welding.		
Total Over-all Rating							28.5				
Average Rating							4.75				
Adjectival Rating							Outstanding				


Evaluated & Rated by:

  
**ADELINA O. CARRENO**  
 Program Registrar  
 Date: \_\_\_\_\_

Recommending Approval:

  
**EFREN B. SAIZ**  
 Director for Extension  
 Date: \_\_\_\_\_

Approved by:

  
**OTHELLO B. CAPUNO**  
 VP for Research & Extension  
 Date: \_\_\_\_\_

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2018

Name of Staff: ARNULFO M. DUARTE

Position: Welder II

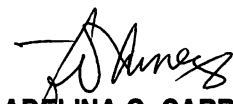
**Instruction to supervisor:** Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	58				
<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					
Average Score	4.83				

Overall Recommendation : \_\_\_\_\_

  
**ADELINA O. CARRENO**  
TVET Program Registrar



**VISAYAS**  
STATE UNIVERSITY



**VSU-Technical Vocational Education and  
Training (TVET) Program**

Visca, Baybay City, Leyte 6521-A

Email: vsu\_tvet@yahoo.com

Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

Exhibit L

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: ARNULFO M. DUARTE

Performance Rating: Outstanding

Aim: To develop Competency Base Learning Materials needed in the conduct of training in  
SMAW NC II

Proposed Interventions to Improve Performance:

Date: July 2018

Target Date: December 2018

First Step: Develop session plan; Make Competency Based Learning Materials based on session plan;  
Request consumable for the training

Result: Trained trainees in SMAW NC II. Applied assessment for SMAW NC II trainee.

Make inventory for the remaining consumable and request another consumable for the  
next batch.

Date: July 2018

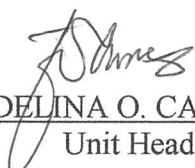
Date: December 2018

Next Step: Attend seminar on the Deployment on TESDA Technology Management Information  
System (T2MIS).

Outcome: \_\_\_\_\_

Final Step/Recommendation:

Prepared by:

  
ADELINA O. CARRENO  
Unit Head