



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: NILO L. LEORNA

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|-----------------------------------------------------------------------------------------------------------|-------------------------|--------------------------|-----------------------------------------|
| 7. Numerical Rating per IPCR | 4.74 | 70% | 3.31 |
| 8. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.82 | 30% | 1.44 |
| TOTAL NUMERICAL RATING | | | 4.75 |

TOTAL NUMERICAL RATING: 4.75

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING _____

ADJECTIVAL RATING: Outstanding

Prepared by: RVC

RONILLO V. CANO
Name of Staff

Reviewed by: AP

ANTONIO P. ABAMO
Director for Extension

Recommending Approval: AP

ANTONIO P. ABAMO
Director for Extension

Approved: MJC

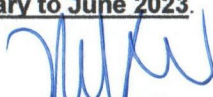
MARIA JULIET C. CENIZA
VP for Research, Extension and Innovation




Visayas State University
VSU-Technical Vocational Education and Training (TVET) Program
Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **NILO L. LEORNA**, TVET Program Coordinator, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June 2023.


NILO L. LEORNA
 Program Coordinator
 Date: _____


ANTONIO P. ABAMO
 Director for Extension
 Date: _____

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 (Jan.- June 2023) | Accomplishment (Jan.- June 2023) | Rating | | | | Remark |
|---------------------------------------------------|-----------------------------|----------------------------------------------------------|-------------------------------|---------------------------------------------------------|--------------------------|----------------------------------|---------|------------|------------|---------|----------------------------------------------------|
| | | | | | | | Quality | Efficiency | Timeliness | Average | |
| UMFO 1 | Advanced Education Services | | NA | | | | | | | | |
| UMFO 2 | Higher Education Services | | | | | | | | | | |
| OVPI UMFO 3. Higher Education Management Services | | | | | | | | | | | |
| | | PI 5. Total FTE, coordinated, implemented and monitored* | Teaching | Handles and teaches courses assigned | 1 | 15.25 | 5 | 5 | 5 | 5.0 | ABEn 154: ABE Electrification and Control Systemss |
| | | PI 6. Number of Thesis Advisee | Adviser | Conduct advising and monitoring of Undergraduate Thesis | 1 | 5 | 5 | 5 | 4 | 4.7 | ABEn 200: Undergraduate Thesis |
| | | PI10. Number of instructional materials developed* | Teaching | Prepares lecture videos on the assigned topic | 1 | 1 | 5 | 4 | 4 | 4.3 | |

| | | | | | | | | | |
|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---|---|---|---|-------------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| UMFO 3: Research Services | *Development and Process Optimization of Dried and Baked Coconut Food Products | Component Leader | 1 | 3 | 5 | 5 | 4 | 4.7 | 1.) "Development and Process Optimization of Dried and Baked Coconut Food Products (project code: NCRC 2025.1)"; 2.) "Storage Characteristics of Coconut-based Food Products (NCRC 2025.2)"; 3.) "Bioenergy Generation from Agricultural Wastes, Seaweeds, Aquatic Weeds, Algae, Cellulosic Materials, and Plant Oils for Climate Change Mitigation and Food Security" |
| | *Storage Characteristics of Coconut-based Food Products | Component Leader | | | | | | | |
| | *Bioenergy Generation from Agricultural Wastes, Seaweeds, Aquatic Weeds, Algae, Cellulosic Materials, and Plant Oil for Climate Change Mitigation and Food Security | Component Leader | | | | | | | |
| UMFO 4: Extension Services | RERC Extension, Head | Head | 1 | 1 | 5 | 5 | 5 | 5.0 | |
| UMFO 5: Support to Operations (STO) | NA | | | | | | | | |
| UMFO 6: General Administration and Support Services | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | Comments & Recommendations for Development Purposes: |
| Number of Performance Indicators Filled-up | | | | | | | 5 | | Secure the renewal of VSU registration from TESDA |
| Total Over-all Rating | | | | | | | 23.7 | | |
| Average Rating | | | | | | | 4.74 | | |
| Adjectival Rating | | | | | | | Outstanding | | |

Evaluated & Rated by:

ANTONIO P. ABAMO

Director for Extension

Date: _____

Recommending Approval:

ANTONIO P. ABAMO

Director for Extension

Date: _____

Approved by:

MARIA JULIET C. CENIZA

VP for Research, Extension and Innovation

Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2023

Name of Staff: NILO L. LEORNA

Position: Engineer 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 | | | | | | |

Vision:

Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

| 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 | | 82 | | | | |
| Average Score | | 4.82 | | | | |

Overall recommendation : _____

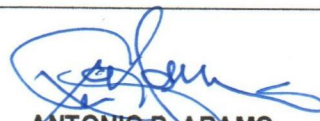

ANTONIO P. ABAMO
 Director for Extension



Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: NILO L. LEORNA
Performance Rating: Outstanding

Aim: A certified trainer and assessor in Technical Vocational Education and Training (TVET) programs related to Engineering.

Proposed Interventions to Improve Performance:

Date: January 2023 Target Date: June 2023

First Step: Attend training in Electrical Installation and Maintenance NC II, Solar PV Installation and Shielded Metal Arc Welding NC II.

Result: A certified NC II holder in EIM, Solar PV Installation and SMAW


Target Date: January to June 2023

Next Step: Attend training on Trainers Methodology I (TM I)

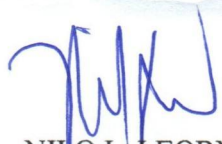
Outcome: A certified trainer in EIM, Solar PV Installation and SMAW NC II

Final Step/Recommendation:

Prepared by:


ANTONIO P. ABAMO
Director for Extension

Conforme:


NILO L. LEORNA
Name of Ratee Faculty/Staff

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.