



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	4.66	70%	3.26
8. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.44
TOTAL NUMERICAL RATING			4.70

TOTAL NUMERICAL RATING: 4.70

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING _____

ADJECTIVAL RATING: Outstanding

Prepared by: WCA
RONILLO V. CANO
Name of Staff

Reviewed by: Antonio P. Abamo
ANTONIO P. ABAMO
Director for Extension

Recommending Approval: Antonio P. Abamo
ANTONIO P. ABAMO
Director for Extension

Approved: Maria Juliet C. Ceniza
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 **July to December 2023**.

NILO L. LEORNA
Program Coordinator
Date: 12/20/23

ANTONIO P. ABAMO
Director for Extension
Date: 1/3/24

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 (July.-Dec. 2023)	Accomplishment (July.-Dec. 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	26.57	5	5	5	5.0	ABEn 131: Introduction to ABE
		PI 6. Number of Thesis Advisee	Academic 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	4	4.7	
	Engineering Section, NCRC V	In-charge	1	1	5	5	4	4.7	
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						6			Secure the renewal of VSU registration from TESDA
Total Over-all Rating						28.0			
Average Rating						4.66			
Adjectival Rating						Outstanding			

Evaluated & Rated by:

ANTONIO P. ABAMO
Director for Extension
Date: 1/3/24

Recommending Approval:

ANTONIO P. ABAMO
Director for Extension
Date: 1/3/24

Approved by:

MARIA JULIET C. CENIZA
VP for Research, Extension and Innovation
Date: 1/17/24



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 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 G"

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: VSU-TVET
Head of Office: NILO L. LEORNA
Number of Personnel: 3

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Performance of the administrative staff of the unit were monitored based on assigned tasks	The unit head monitored the attendance and participation of the 3 administrative staff in different activities conducted by the office, college and university.			Done twice a month
Coaching	The trainors were informed with the result of the observations. The unit head coached each one of the staff on what went wrong. The coachee himself came up with an alternative solution to correct what was done wrong.				Done as the need arises per concerned individual

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VISAYAS
STATE UNIVERSITY

**VSU-TECHNICAL VOCATIONAL
EDUCATION AND TRAINING (TVET)
PROGRAM**

Engineering Workshop Building
Visca, Baybay City, Leyte, PHILIPPINES
Email: vsu_tviet@yahoo.com
Website: www.vsu.edu.ph

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

Conducted by:

NILO L. LEORNA

Immediate Supervisor

Noted by:

ANTONIO P. ABAMO

Next Higher Supervisor

Vision:

Mission:

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and innovative technologies for sustainable communities and environment.



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: July 2023 Target Date: December 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

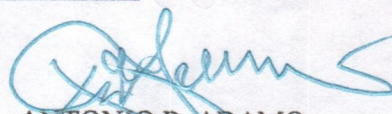
Target Date: July to December 2023

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

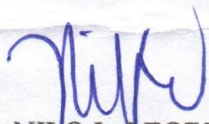
Outcome: A certified trainer in EIM, Solar PV Installation and SMAW NC II

Final Step/Recommendation:

Prepared by:


ANTONIO P. ABAMO
Director for Extension

Conforme:


NILO L. LEORNA
Name of Ratee Faculty/Staff