Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF (January – June 2017)

Name of Administrative Staff: **ARNULFO M. DUARTE**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.50	x 70%	3.15
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	x 30%	1.35
	TOTAL NUM	MERICAL RATING	4.50

TOTAL NUMERICAL RATING:

4.50

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

Outstanding

Prepared by:

RONILLO V. CANO

Name of Staff

Reviewed by:

CELSO GUMAOD

Head, Dept. of Mechanical Engineering

Recommending Approval:

REMBERTO A. PATINDOL

Chairman, PMT

Approved:

EDGARDO E. TULIN

3 President

College of Engineering DEPARTMENT OF MECHANICAL ENGINEERING Visca, Baybay City, Leyte Visayas State University

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARNULFO M. DUARTE, Staff of the Department of Mechanical Engineering, 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 2017

ARNULFO M. DUARTE

Date: 14 August 2017 Welder II

Department Head Date: 14 August 2017

CELSO GUMAOD

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

	***************************************						_			_
Remark		4 4.7 335 person-day trained		4.7 3 module			4.3 9 jobsheets			
	Average	4.7		4.7			4.3			
Rating	zsəniləmiT	4		2			2			
Rai	Efficiency	2		2			4			
	Quality	S		4			4			
Accom-	plishmnt (Jan-June 2016)	335		3			6			
	Target	200		-			4			
	Tasks Assigned	Training on welding		Develop instructional	module		Develop jobsheet /	Develop safety	signages	
	Program/ Activities/	Trainer								
	Successirenormance Indicator (PI)	PI 1. Number of person-	days trained weighted by length of training	PI 2. Number of IEC	materials/technoguides	developed/used				
	MFO Descrip-tion	_	Services			5				
Z C	No.	MFO 4								

υ U									
4.7 100% no complaint; served clients with courtesy, immediate response to client needs and inquiries		4.3 10 units	4.3 10 units	4.3 1 unit	5 4.7 1 unit				na
4		သ	4	4	5	8	36.00	4.50	andii
2		4	5	4	5		36	4	Outstanding
Ω.		4	4	5	4				0
Zero complaint from clients		12	10	-	-				
Zero complaint from clients		10	10	-	-				
Served clients with courtesy; immediate response to client needs and inquiries		Fabricated chipping hammer	Fabricated welding positioner	Assist Dean in Planning the area for TVET new workshop	Assist the JO in the construction of new TVET workshop				
Service		Fabrication	Fabrication						
MFO 6 General Admin. & PI 10. Efficient and customer-Support Services friendly frontline service (GASS)	PI 11. Additional Outputs					cators Filled-up			
General Admin. & I Support Services (GASS)						Number of Performance Indicators Filled-up	Total Over-all Rating	Average Rating	Adjectival Rating
MFO 6						Numbe	Total O	Averag	Adjectiv

Received by:

OTENERSTAL AUNANOLA
Planning Officer
Date:

Calibrated by:
REMBERTO A. PATINDOL
Chairman, PMT
Date:

Recommending Approval:
peatriz 8. perovinas
Vice Pres. for Instruction
Date:

Approved:

LA

EDGARDO E. TULIN, PI

The President

Date:

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2017

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.	(3)	4	3	2	1			
2.	Makes self-available to clients even beyond official time	5	A)	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			

			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	(3)	4	3	2	1
	Total Score		54	o .		
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		4	3	2	1
	Total Score					
	Average Score		4,3	5		

CELSO GUMAOD Name of Head