



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

**Annex P**

Name of Administrative Staff: **RONILLO V. CANO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.24	70%	2.96
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.41	30%	1.32
<b>TOTAL NUMERICAL RATING</b>			<b>4.28</b>


TOTAL NUMERICAL RATING: 4.28


Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING:           

FINAL NUMERICAL RATING           

ADJECTIVAL RATING: Very Satisfactory

Prepared by:  
  
**RONILLO V. CANO**  
Name of Staff

Reviewed by:  
  
**NILO L. LEORNA**  
Program Coordinator

Recommending Approval:   
**ANTONIO P. ABAMO**  
Director for Extension


Approved:   
**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, **RONILLO V. CANO**, Staff of the VSU-Technical Vocational Education and Training (TVET) Program, 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 2022**.

  
**RONILLO V. CANO**  
Admin. Assistant II  
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 2022)	Accom-plishment (Jan-June 2022)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 4	Extension Services	PI 3. Number of beneficiaries served									
		Number of documents processed: Building Plan and Electrical Plan of AEAM Workshop Building for approval to acquire Building Permit	Registration	Process documents to acquire Building Permit and Fire Safety Certificate from Bureau of Fire Protection	5	7	5	4	4	4.3	7 copies of Building Plan and Electrical Plan of AEAM Workshop Building for approval
MFO 6	General Admin. & Support Services (GASS)	PI 1. Number of documents prepared/encoded/processed/ followed-up	Documentation	Prepare, process and follow-up of administrative and financial matter of the office/ unit	30	90	5	4	4	4.3	Prepared administrative and financial documents of the office like Reimbursement, Petty cash, DTR, Leave, PPMP, PR, OPCR, IPCR etc.
		PI 2. Number of documents released & processed on time.	Documentation	Processes and releases documents on time.	30	90	5	4	4	4.3	Liquidation of Cash Advance, Purchased Request, PPMP, PR, DTR, Leave, OPCR, IPCR etc.
		PI 3. Number of documents attended and served	Documentation	Assist on to be signed and approved documents	60	90	5	4	4	4.3	Facilitated in the signing of documents for Head of office

		PI10. Efficient and customer friendly frontline service	Service	Served clients with courtesy; immediate response to client needs and inquiries	0 % complaint from clients	0 % complaint from clients	4	4	4	4.0	100% no complaint; served clients with courtesy; immediate response to client needs and inquiries
											Comments & Recommendations for Development Purposes:
											Recommended to attend a further training on MIS on the TVET and training on Personality Development
Number of Performance Indicators Filled-up							5				
Total Over-all Rating							21.2				
Average Rating							4.24				
Adjectival Rating							Very Satisfactory				

Evaluated & Rated by:

**NILO L. LEORNA**  
Program Coordinator  
Date: \_\_\_\_\_

Recommending Approval:

**ANTONIO P. ABAMO**  
Director for Extension  
Date: \_\_\_\_\_

Approved by:

**MARIA JULIET C. GENIZA**  
VP for Research, Extension and Innovation  
Date: \_\_\_\_\_

- 1 – Quality
- 2 – Efficiency
- 3 – Timeliness
- 4 – Average





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2022

Name of Staff: RONILLO V. CANO

Position: Administrative Assistant II

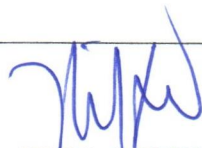
**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

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					
B. Leadership & Management ( <i>For supervisors only to be rated by higher supervisor</i> )					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					53
Average Score					4.41

Overall recommendation :



**NILO L. LEORNA**

Printed Name and Signature  
Head of Office

**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.





Exhibit L

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RONILLO V. CANO  
Performance Rating: Very Satisfactory

Aim: To develop individual employee and as a continuous education and training related to works undertaken in the office

Proposed Interventions to Improve Performance

Date: January 2022 Target Date: June 2022

First Step:

Attend seminar in Office file management

Result:

Enhance knowledge in office document filing

Attended the ISO awareness seminar

Target Date: January – June 2022

Next Step: Attend seminar in Basic office document filing using computer application/ software.

Outcome: Computerized document filing system.

Final Step/Recommendation:

Prepared by:

NILO L. LEORNA  
Unit Head

Conforme:

RONILLO V. CANO  
Name of Ratee Faculty/Staff

**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.