



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: ALAIN A. BONIFE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.63	70%	3.24
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.42
TOTAL NUMERICAL RATING			4.66

TOTAL NUMERICAL RATING: 4.66

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING: _____

ADJECTIVAL RATING: Outstanding

Prepared by:

ALAIN A. BONIFE
Name of Staff

Reviewed by:

NILO L. LEORNA
Department/Office Head

Recommending Approval:

ANTONIO P. ABAMO
Dean/Director

Approved:

SANTIAGO T. PEÑA, JR.
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, **ALAIN A. BONIFE**, 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 targets in accordance with the indicated measures for the period **January to June 2024**.

ALAIN A. BONIFE

Admin Aide VI

Date: 11/8/24

ANTONIO P. ABAMO

Director for Extension

Date: 11/25/24

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

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 4	Extension Services	PI 1. Number of person-days trained weighted by length of Research/Extension Basic training on EIM NC II	Trainer	Training on Basic Electrical Maintenance	10	85	5	5	4	4.7	ABEn 131: Agricultural & Biosystems Engineering Students
		PI 2. Number of IEC materials /technoguides developed/used for EIM NC II	Trainer	Develop multi-media presentation/task sheet, jobsheet	10	15	5	5	4	4.7	15 Multi-media presentation, task sheet, jobsheet
MFO 6	General Admin. & Support Services (GASS)	PI 1. 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 2. Number of lecture/laboratory rooms maintained	Service	Lecture/Laboratory rooms maintain	3		5	4	4	4.3	3 lec/lab. rooms maintained
		PI. Additional Outputs									
		Number of tools and equipment maintained	Maintenance	Office tools and equipment maintain	25	30	5	4	4	4.3	30 units of tools and equipment maintained

		Number of electrical wirings installed	Installation	Installation of electrical wirings to different rooms of the workshop	6	20	5	5	4	4.7	5 Units lighting fixtures(SMAW Workshop), 5 units Lf(POTC Bldg.),10 units(Dep. Of ME)
		Number of electrical wirings maintained	Maintenance	Maintain electrical wirings to different rooms of the workshop	12	30	5	5	4	4.7	30 units of electrical wirings maintained(Workshop Bldg., POTC Bldg., Farm Machinery Bldg.)
		Number of equipment wiring installation and electronic servicing for student thesis	Installation and Servicing	installation of electrical wiring and electronic servicing for student thesis	3	3	5	5	5	5.0	Turbidity sensor, Vegetable waste shredder machine,Young coconut water passive cooling process(BSABEn Grad. Students)
		Renovation of TVET office	Renovation	Renovate TVET office	1	2	5	4	4	4.3	2 TVET Office renovated
							41.7				Comments & Recommendations for Development Purposes: Recommended to attend a training on surveillance facilities installation and maintaining the same.
Number of Performance Indicators Filled-up							9				
Total Over-all Rating							41.7				
Average Rating							4.63				
Adjectival Rating							Outstanding				

Evaluated & Rated by:

NILO L. LEORNA
Program Coordinator
Date: 11/14/24

Recommending Approval:

ANTONIO P. ABAMO
Director for Extension
Date: 1/25/24

Approved by:

SANTIAGO T. PEÑA, JR.
VP for Research, Extension and Innovation
Date: 11/29/20

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

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: 2

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 the assigned task	The unit head monitored the attendance and participation of the 2 administrative staff in different activities conducted by the office.			Done twice a month
Coaching	The trainers were informed with the result of the observations. The unit head coach each one of the staff on what went wrong. The coached himself came up with alternative solution to correct what was done wrong.				Done as the need arises per concerned individuals

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



VISAYAS
STATE UNIVERSITY

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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ALAIN A. BONIFE
Performance Rating: Outstanding

Aim: Develop learning materials and training of trainees in Electrical Installation and Maintenance NCII

Proposed Interventions to Improve Performance:

Date: January 2024 Target Date: June 2024

First Step: Attend training workshop seminar on the new amended training regulation of electrical installation and maintenance NCII

Result: Developed a revised competency-based learning module in EIM NCII

Date: July 25, 2024 Target Date: January - June 2024

Next Step: Attend training in TM II and EPAS NCII

Outcome: Certified trainer in TM II and EIM NCIII

Final Step/Recommendation:

Prepared by:


NILO L. LEORNA
Unit Head

Conforme:


ALAIN A. BONIFE
Name of Ratee Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2024

Name of Staff: Alain A. Bonife

Position: Administrative Aide VI

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
Score	Total 57				
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				
	Average Score 4.75				
Overall recommendation:					



NILO L. LEORNA

Printed Name and Signature
Immediate Supervisor

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.