



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: ARNULFO M. GUARTE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.67	70%	3.26
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.44
TOTAL NUMERICAL RATING			4.70

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

4.70

FINAL NUMERICAL RATING _____

ADJECTIVAL RATING: _____

Outstanding

Prepared by: _____

ARNULFO M. GUARTE

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, **ARNULFO M. GUARTE**, Staff of the VSU-Technical Vocational Education and Training (TVET), 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**.

ARNULFO M. GUARTE

Welder II

Date: 11/12/2024

ANTONIO P. ABAMO

Director for Extension

Date: 11/21/24

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 SMAW NC II	Trainer	Training on Basic Welding	40	144	5	5	4	4.7	ABEn 132, Ag.Eng. Students
		PI 2. Number of IEC materials/ technoguides developed/used for SMAW NC II	Trainer	Develop instructional module	10	10	5	5	4	4.7	10 instructional module developed
MFO 6		PI 10. 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 1. No. of lecture/laboratory rooms maintained	Service	Lecture/Laboratory rooms maintain	3	3	5	4	4	4.3	3 rooms maintained
		PI 2. Additional Outputs									
		Number of tools and equipment maintained	Maintenance	Office tools and equipment maintain	20	26	5	4	4	4.3	26 units of tools and equipment maintained
		Renovation of TVET office	Renovation	Renovate TVET office	1	2	5	5	4	4.7	2 TVET Office renovated

		Number of fabricated equipments for student thesis	Fabrication	Fabricated Equipment for student thesis	6	6	5	5	5	5.0	Briquetting Machine, Young coconut water cooler, Automatic rabbit feeder (ABEn student), Vegetable waste shredder machine (ABEn Grad. student), UTM Attachments, Stabilized earth block molder (CE Grad. Students),
										32.7	Comments & Recommendations for Development Purposes:
Number of Performance Indicators Filled-up										7	Recommended to take advance training on SMAW NC III.
Total Over-all Rating										32.7	
Average Rating										4.67	
Adjectival Rating										Outstanding	

Evaluated & Rated by:

NILO L. LEORNA
Program Coordinator
Date: _____

Recommending Approval:

ANTONIO P. ABAMO
Director for Extension
Date: 11/29/24

Approved:

SANTIAGO T. PEÑA
VP for Research, Extension and Innovation
Date: 11/29/24

- 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**

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

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ARNULFO M. GUARTE
Performance Rating: Outstanding

Aim: To develop manuals for basic Welding needed in the conduct of training.

Proposed Interventions to Improve Performance:

Date: January 2024 Target Date: June 2024

First Step: Attend training in SMAW NCIII

Result: No training for SMAW NCIII


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

Next Step: Attend training in TM II

Outcome: Certified trainer in TM II and SMAW NCIII

Final Step/Recommendation:

Prepared by:


NILO L. LEORNA
Unit Head

Conforme:


ARNULFO M. GUARTE
Name of Ratee Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2024

Name of Staff: Arnulfo M. Guarte

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.	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 58				
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 4.83					
Overall recommendation:					



NILO L. LEORNA

Printed Name and Signature
Immediate Supervisor