



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: NILO L. LEORNA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.76	70%	3.33
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.8	30%	1.44
TOTAL NUMERICAL RATING			4.77

TOTAL NUMERICAL RATING:

4.77

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

4.77

ADJECTIVAL RATING:

Outstanding

Prepared by:

NILO L. LEORNA
Name of Staff

Reviewed by:

ANTONIO P. ABAMO
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, NILO L. LEORNA, TVET Program Coordinator, 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.

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

ANTONIO P. ABAMO
Director for Extension
Date: 11/25/24

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	Accomplishment	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	0					no assigned subject from DABE for 1st sem 2024-2025
		PI 6. Total number of thesis advisee	Adviser	Conduct advising and monitoring of Undergraduate Thesis	1	12	5	5	5	5.0	Handles 12 thesis as adviser for DABE students
		PI 10. Number of instructional materials developed*	Teaching	Prepares lecture videos on the assigned topic	1	0					no assigned subject from DABE
UMFO 3: Research Services			*Storage characteristics of coconut-based food products	Component Leader	1	3	5	4	5	4.7	
		*Development and optimization of dried and baked coconut food products	Component Leader				5	5	4	4.7	

	*Bioenergy Generation from Agricultural Wastes, Seaweeds, Aquatic Weeds, Algae, Cellulosic Materials, and Plant Oil for Climate Change Mitigation and Food Security	Component Leader			5	4	5	4.7	
UMFO 4: Extension Services	Head, RERC Extension	Lead the extension division of the center to plan, monitor, and evaluate activities that will establish linkages and collaboration with LGU's, NGO's, Farmer Organizations, industries, other stake holders and funding agencies.	1						
UMFO 5: Support to Operations (STO)	NA								
UMFO 6: General Administration and Support Services	Head, NCRC-V Engineering Section	Develop tools and equipment for coconut production, processing and utilization of coconut products and by products for food and non food and industrial uses	1		5	5	5	5.0	
	Committee Member	Energy Efficiency and Conservation Committee	1		5	5	5	5.0	
Number of Performance Indicators Filled-up					6.0				
Total Over-all Rating					29.1				
Average Rating					4.8				
Adjectival Rating					Outstanding				

Evaluated & Rated by:

ANTONIO P. ABAMO

Director for Extension

Date: 11/25/24

Recommending Approval:

ANTONIO P. ABAMO

Director for Extension

Date: 11/25/24

Approved by:

SANTIAGO T. PENA, JR.

VP for Research, Extension and Innovation

Date: 11/25/24

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

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 nd	
	3 rd	
	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_tveta@yahoo.com
Website: www.vsu.edu.ph

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: January 2024 Target Date: June 2024

First Step: Attend training in Electrical Installation and Maintenance NCII, Solar PV System NCII and Shielded Metal Arc Welding NCII

Result: A certified NCII holder in EIM, PV System Installation and SMAW


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

Next Step: Attend training on Trainer's Methodology I (TM I)


Outcome: Certified trainer in EIM, Solar PV Installation and SMAW NCII

Final Step/Recommendation:

Prepared by:


ANTONIO P. ABAMO
Unit Head

Conforme:


NILO L. LEORNA
Name of Ratee Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2024

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
Score	Total				
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				
	81				
	Average Score				
	4.76				
Overall recommendation:					


ANTONIO P. ABAMO
 Printed Name and Signature
 Director for Extension

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.

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