



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
5. Numerical Rating per IPCR	4.77	70%	3.33
6. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.42
TOTAL NUMERICAL RATING			4.75

TOTAL NUMERICAL RATING: 4.75


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:


FINAL NUMERICAL RATING

ADJECTIVAL RATING: Outstanding


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

		Number of tools/equipment /accessories fabrication (welding)	Fabrication	Fabricate tools/jigs for SMAW NC II	10	10	5	4	5	4.7	10 units of tools/jigs fabricated
		Number of tools and equipment maintained	Maintenance	Office tools and equipment maintain	20	20	5	5	5	5.0	20 units of tools and equipment maintained
		Number of grass cutter repaired	Service	Repair 3 units grass cutter	3	3	5	4	5	4.7	3 units grass cutter repaired
		Renovation of TVET office	Renovation	Renovate TVET office	1	1	5	4	5	4.7	1 TVET office
		Fabrication of steel cabinet	Fabrication	Fabricate steel cabinet	2	2	5	5	4	4.7	2 steel cabinets fabricated
Comments & Recommendations for Development Purposes:											
Number of Performance Indicators Filled-up											8
Total Over-all Rating											38.2
Average Rating											4.77
Adjectival Rating											Outstanding
Recommended to take the CS Career Professional Exam to be promoted to permanency. Also advised to undergo advance training on welding.											

Evaluated & Rated by:

NILO L. LEORNA
Program Coordinator
Date: _____

Recommending Approval:

ANTONIO P. ABAMO
Director for Extension
Date: _____

Approved:

MARIA JULIET C. CENIZA
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 2021

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

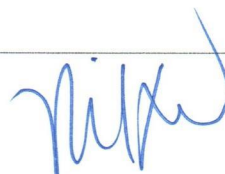
A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits 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

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.

12. Willing to be trained and developed	5	4	3	2	1
Total Score					
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	57				
Average Score	4.75				

Overall recommendation : _____



NILO L. LEORNA

Printed Name and Signature
Head of Office



Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ARNULFO M. DUARTE

Performance Rating: Outstanding

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

Proposed Interventions to Improve Performance:

Date: January 2021

Target Date: June 2021

First Step: Attend training in SMAW NC III

Result: Not able to attend because of the pandemic.

Target Date: January to June 2021

Next Step: Attend training in TM II

Outcome: Certified trainer in TM II & SMAW NC III

Final Step/Recommendation:

Prepared by:

NILO L. LEORNA

Unit Head

Conforme:

ARNULFO M. DUARTE

Name of Ratee Faculty/Staff

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