

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF  
(January – June 2017)

Name of Administrative Staff: NILO L. LEORNA

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.85	x 70%	3.39
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	x 30%	1.44
TOTAL NUMERICAL RATING			4.83

TOTAL NUMERICAL RATING: - 4.83  
Add: Additional Approved Points, if any: -  
TOTAL NUMERICAL RATING: -

ADJECTIVAL RATING: - Outstanding

Prepared by:

RONILLO V. CANO  
Name of Staff

Reviewed by:

CELSO GUMAOD  
Head, Dept. of Mechanical Engineering

Recommending Approval:

REMBERTO A. PATINDOL  
Chairman, PMT

Approved:

EDGARDO E. TULIN  
President

Visayas State University  
College of Engineering  
UNIVERSITY OF MECHANICAL ENGINEERING  
Visca, Baybay City, Leyte

### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, NILO LALEORNA, Staff of the Department of Mechanical Engineering, 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, 2017.

NILO L. LEORNA  
Engineer II  
Date: 14 August 20

**CELSO GUMAOD**  
Department Head  
Date: 14 August 2017

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

[illegible]

	Troubleshoots and repair Cabinet Laboratory Dryer at DFST	Supervising	Repair/install cabinet laboratory dryer at DFST	1	1	5	5	5	5.0	Repaired and installed control and electrical wiring of the DFST cabinet laboratory dryer as per request of MS Food Tech students.
Number of Performance Indicators Filled-up										
Total Over-all Rating										
Average Rating										
Adjectival Rating										
4										
19.4										
4.85										
Outstanding										

Received by:

TERESITA L. QUINANOLA

Planning Officer

Date:

Calibrated by:

13 Dec 17

REMBERTO A. PATINDOL

Chairman, PMT

Date:

Recommending Approval:

BEATRIZ S. BELONIAS

Vice Pres. for Instruction

Date:

Approved:

EDGARDO E. TULIN, Ph.D.

President

Date:



**Instrument for Performance Effectiveness of Administrative Staff**Rating Period: January – June 2017Name of Staff: NILO L. LEORNAPosition: 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

<b>A. Commitment (both for subordinates and supervisors)</b>		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