

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF
(January – June 2019)**

Name of Administrative Staff: **ALAIN A. BONIFE**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
7. Numerical Rating per IPCR	4.75	x 70%	3.32
8. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	x 30%	1.42
TOTAL NUMERICAL RATING			4.74

TOTAL NUMERICAL RATING: - 4.74

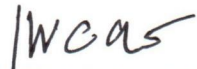
Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: -

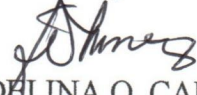
ADJECTIVAL RATING: -

Outstanding

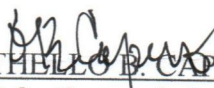
Prepared by:


RONILLO V. CANO
Name of Staff


Reviewed by:


ADELINA O. CARRENO
Program Registrar

Recommending Approval:


OTHELLO B. CAPUNO
VP for Research & Extension

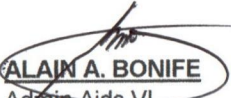
Approved:


OTHELLO B. CAPUNO
VP for Research & Extension

Visayas State University
EXTENSION
 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 accomplishments in accordance with the indicated measures for the period **January to June 2019**.


ALAIN A. BONIFE
 Admin Aide VI
 Date: 22 July 2019


OTHELLO B. CAPUNO
 VP for Research & Extension
 Date: 22 July 2019

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 (January-June 2019)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 4	Extension Services	PI 1. Number of IEC materials/technoguides developed/used	Trainer	Develop multi-media presentation/task sheet, jobsheet	8	12	5	4	5	4.7	12 Multi-media presentation, task sheet, jobsheet
		PI 2. Develop Module of Instruction/Learning Materials for EIM NC II	Trainer	Develop Module of Instruction/Learning Materials for EIM NC II	3	3	5	5	4	4.7	3 modules
MFO 6	General Admin. & Support Services (GASS)	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 11. Additional Outputs									
		Installation of Electrical Wiring Lighting Fixtures (POTC/CoE Workshop Building)	Repair and Installation	Installation of Electrical Wiring Lighting Fixtures (POTC/CoE Workshop Building)	4	10	5	5	4	4.7	10 units




Control # 63

		Repair electronic components and troubleshoot electrical devices	Repair and Installation	Repair electronic components and troubleshoot electrical devices	3	4	5	5	4	4.7	4 units
				Repaired induction type 3 phase motor	2	4	5	5	4	4.7	4 units
				Repaired speed controller	2	2	5	5	4	4.7	2 units
				Installed emergency lightings	6	6	5	5	5	5.0	6 units
				Installed fire alarm system	2	2	5	5	4	4.7	2 units
				Installed CCTV camera system	3	3	5	4	5	4.7	3 units
				Repaired water dispenser	1	1	4	5	5	4.7	1 unit
										Comments & Recommendations for Development Purposes:	
										Recommended to attend a training on surviellance facilities installation and maintaining the same.	
Number of Performance Indicators Filled-up							11				
Total Over-all Rating							52.3				
Average Rating							4.75				
Adjectival Rating							Outstanding				

Evaluated & Rated by:


ADELINA O. CARRENO
Program Registrar
Date: _____

Recommending Approval:


OTHELLO B. CAPUNO
VP for Research & Extension
Date: _____

Approved by:


OTHELLO B. CAPUNO
VP for Research & Extension
Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2019Name of Staff: ALAIN A. BONIFEPosition: Administrative Aide VI

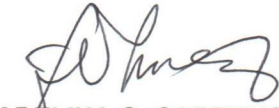
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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
Total Score	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 : Recommended for further training


ADELINA O. CARRENO
TVET Program Registrar

45
12
57



VISAYAS
STATE UNIVERSITY



VSU-Technical Vocational Education and Training (TVET) Program
Visca, Baybay City, Leyte 6521-A
Email: vsu_tviet@yahoo.com
Website: www.vsu.edu.ph

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RONILLO V. CANO
Performance Rating: Outstanding

Aim: To develop individual employee and as a continuous education and training related to works undertaken in the office

Proposed Interventions to Improve Performance

Date: January 2019 Target Date: June 2019

First Step:

Send trainings and seminar workshop to administrative staff

Computerized filing systems on ISO

Procurement of office supplies and materials thru SPPMO for training use of SMAW NC II & EIM NC II

Result:

Attended trainings & seminar workshop for administrative staff

Computerized filing systems on ISO

Materials delivered from SPPMO not complete as per Approved PR

Target Date: January – June 2019

Next Step: Follow up lacking materials thru SPPMO for delivery

Outcome: _____

Final Step/Recommendation: _____

Conforme:

Wcas
RONILLO V. CANO
Admin. Asst. II

Prepared by:

Adelina O. Carreno
ADELINA O. CARRENO
Unit Head