

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF  
(July – December 2018)**

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	4.67	x 70%	3.26
8. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	x 30%	1.42
<b>TOTAL NUMERICAL RATING</b>			<b>4.68</b>


TOTAL NUMERICAL RATING: - 4.68

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:

  
**EFREN B. SAZ**  
Director for 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 July to December 2018.

**ALAIN A. BONIFE**  
Admin Aide VI  
Date: 15 January 2019

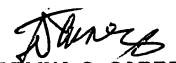
**EFREN B. SAZ**  
Director for Extension  
Date: 15 January 2019

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

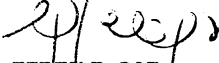
MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment (July-Dec. 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 4	Extension Services	PI 1. Number of person-days trained weighted by length of training	Trainer	Training on Electrical Installation and Maintenance	100	250	5	5	4	4.7	250 person-day trained
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)	Trainer	Installation of Electrical Wiring Lighting Fixtures (POTC/CoE Workshop Building)	3	7	5	4	4	4.3	7 units
		Develop Module of Instruction/Learning Materials for EIM NC II	Trainer	Develop Module of Instruction/Learning Materials for EIM NC II	2	4	5	5	4	4.7	4 units

		<b>Comments &amp; Recommendations for Development Purposes:</b>
Number of Performance Indicators Filled-up	4	Recommended to attend a training on surveillance facilities installation and maintaining the same.
Total Over-all Rating	18.7	
Average Rating	4.67	
Adjectival Rating	Outstanding	


Evaluated & Rated by:

  
**ADELINA O. CARRENO**  
 Program Registrar  
 Date: \_\_\_\_\_

Recommending Approval:

  
**EFREN B. SAZ**  
 Director for Extension  
 Date: \_\_\_\_\_

Approved by:

  
**OTHELLO B. CAPUNO**  
 VP for Research & Extension  
 Date: \_\_\_\_\_

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2018

Name of Staff: ALAIN A. BONIFE

Position: Administrative Aide VI

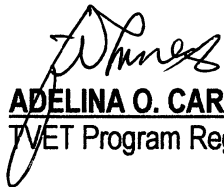
**Instruction to supervisor:** Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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 : \_\_\_\_\_

  
**ADELINA O. CARRENO**  
TVET Program Registrar



**VISAYAS**  
STATE UNIVERSITY



**VSTET-Technical Vocational Education and Training (TVET) Program**

Visca, Baybay City, Leyte 6521-A

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Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

Exhibit L

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: ALAIN A. BONIFE

Performance Rating: Outstanding

Aim: Develop learning materials and training of trainees in Electrical Installation and Maintenance NC II

Proposed Interventions to Improve Performance:

Date: July 2018 Target Date: December 2018

First Step: Making Competency Based Learning Materials Develop Session Plan  
Request tools, equipment and materials for the training repair electrical lighting fixtures  
and electrical devices

Result: Training of trainees with the use of learning materials demonstrating the basic electrical  
wiring installation conducting institutional competency assessment.

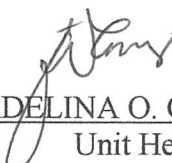
Target Date: July to December 2018

Next Step: Attending workshop seminar for the calibration and enhancement of the new amended  
training regulation of electrical installation and maintenance NC II

Outcome: \_\_\_\_\_

Final Step/Recommendation:  
\_\_\_\_\_

Prepared by:

  
ADELINA O. CARRENO  
Unit Head