



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: ARNULFO M. GUARTE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
5. Numerical Rating per IPCR	4.55	70%	3.18
6. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
<b>TOTAL NUMERICAL RATING</b>			<b>4.55</b>

TOTAL NUMERICAL RATING: 4.55

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING \_\_\_\_\_

ADJECTIVAL RATING: Outstanding

Prepared by: RVCas  
RONILLO V. CANO  
Name of Staff

Reviewed by: NiLo  
NILO L. LEORNA  
Program Coordinator

Recommending Approval: Abamo  
ANTONIO P. ABAMO  
Director for Extension

Approved: Maria Juliet C. Ceniza  
MARIA JULIET C. CENIZA  
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, **ARNULFO M. GUARTE**, Staff of the VSU-Technical Vocational Education and Training (TVET), 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 2023**.

ARNULFO M. GUARTE

## Welder II

Date: \_\_\_\_\_

**ANTONIO P. ABAMO**

Director for Extension

Date: \_\_\_\_\_

**Rating Equivalents:**

5 - Outstanding

4 - Very Satisfactory

3 - Satisfactory

2 - Fair

[illegible]

		Number of persons-days trained weighted by length of Research/ Extension Basic training on SMAW NC II	Trainer	Training on Basic Welding	40	78	5	5	4	4.7	MTEC 122, Mech.Eng. students; ABEn 132, Ag.Eng. Students
		Number of tools/equipment /accessories fabrication (welding)	Fabrication	Fabricate tools/jigs for SMAW NC II	10	10	5	5	4	4.7	10 units of tools/jigs fabricated
		Number of tools and equipment maintained	Maintenance	Office tools and equipment maintain	20	24	5	4	4	4.3	24 units of tools and equipment maintained
Comments & Recommendations for Development Purposes:											
Recommended to take advance training on SMAW NC III.											
Number of Performance Indicators Filled-up							6				
Total Over-all Rating							27.3				
Average Rating							4.55				
Adjectival Rating							Outstanding				

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 2023

Name of Staff: ARNULFO M. GUARTE

Position: Welder II

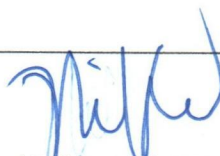
**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

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
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		55				
Average Score		4.58				

Overall recommendation :



**NILO L. LEORNA**

Printed Name and Signature  
Head of Office



Exhibit L

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ARNULFO M. GUARTE  
Performance Rating: Outstanding

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

Proposed Interventions to Improve Performance:

Date: January 2023 Target Date: June 2023

First Step: Attend training in SMAW NC III

Result: No training for SMAW NC III.

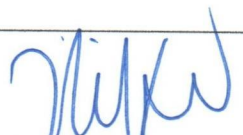
Target Date: January to June 2023

Next Step: Attend training in TM II

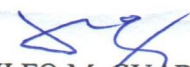
Outcome: Certified trainer in TM II & SMAW NC III

Final Step/Recommendation:

Prepared by:

  
NILO L. LEORNA  
Unit Head

Conforme:

  
ARNULFO M. GUARTE  
Name of Ratee Faculty/Staff

**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.