



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

**Annex P**

Name of Administrative Staff: **RONILLO V. CANO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.57	70%	3.19
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.41	30%	1.32
<b>TOTAL NUMERICAL RATING</b>			<b>4.51</b>

TOTAL NUMERICAL RATING: 4.51

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 O. CENIZA  
VP for Research, Extension and Innovation



I, **RONILLO V. CANO**, 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 2021**.

RONILLO V. CANO

Admin. Assistant II

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

ANTONIO P. ABAMO

Director for Extension

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

**Rating Equivalents:**

5 - Outstanding  
4 - Very Satisfactory  
3 - Satisfactory  
2 - Fair  
1 - Poor

[illegible]

						Comments & Recommendations for Development Purposes:
Number of Performance Indicators Filled-up						4
Total Over-all Rating						18.3
Average Rating						4.57
Adjectival Rating						Outstanding
						Recommended to attend a further training on MIS on the TVET and training on Personality Development

Evaluated & Rated by:

NILO L. LEORNA  
Program Coordinator  
Date: \_\_\_\_\_

Recommending Approval:

ANTONIO P. ABAMO  
Director for Extension  
Date: \_\_\_\_\_

Approved by:

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: July – December 2021

Name of Staff: RONILLO V. CANO

Position: Administrative Assistant 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

**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.

Total Score						
<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		53				
Average Score		4.41				

Overall recommendation :



**NILO L. LEORNA**

Printed Name and Signature  
Head of Office





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: July 2021 Target Date: December 2021

First Step:

Attend seminar in Office file management

Result:

Enhance knowledge in office document filing

Attended the ISO awareness seminar

Target Date: July – December 2021

Next Step: Attend seminar in Basic office document filing using computer application/ software.

Outcome: Computerized document filing system.

Final Step/Recommendation:

Prepared by:

NILO L. LEORNA  
Unit Head

Conforme:

RWCAS  
RONILLO V. CANO  
Name of Ratee Faculty/Staff

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