



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

**Annex P**

Name of Administrative Staff: **NILO L. LEORNA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
7. Numerical Rating per IPCR	4.90	70%	3.43
8. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.88	30%	1.46
<b>TOTAL NUMERICAL RATING</b>			<b>4.89</b>

TOTAL NUMERICAL RATING: 4.89

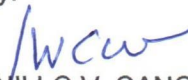
Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING:                     


FINAL NUMERICAL RATING                     

ADJECTIVAL RATING: Outstanding


Prepared by:

  
RONILLO V. CANO  
Name of Staff

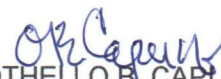
Reviewed by:

  
ANTONIO P. ABAMO  
Director for Extension

Recommending Approval:

  
ANTONIO P. ABAMO  
Director for Extension

Approved:

  
OTHELLO B. CAPUNO  
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, **NILO L. LEORNA**, TVET Program Coordinator, 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 2020**.

**NILO L. LEORNA**

Program Coordinator

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

**ANTONIO P. ABAMO**

Director for Extension

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

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

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jan-June 2020)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
UMFO 1	Advanced Education Services		NA								
UMFO 2	Higher Education Services										
OVPI MFO 1. Curriculum Program Management Services											
		PI 9. Number of thesis/special problem of students:									
		a. Thesis outline/manuscript/Case Studies/Special Problems/OJT Narrative Reports/Engineering Projects/Portfolios advised	Advising	Adviser	1	2	5	5	5	5.0	
UMFO 3:	Research Services		NA								
UMFO 4:	Extension Services										
UMFO 5:	Support to Operations (STO)		NA								
UMFO 6:	General Administration and Support Services										
		P3. No. of TVET Programs coordinated	Coordinating	Coordinating	2	2	5	5	5	5.0	

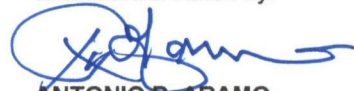
		P4. No. of TVET Program registered to TESDA	Coordinating	Coordinator	1	0	5	5	4	4.7	
		P5. Additional Outputs									
											Comments & Recommendations for Development Purposes:
Number of Performance Indicators Filled-up											3
Total Over-all Rating											14.7
Average Rating											4.90
Adjectival Rating											Outstanding

Secure the renewal  
of VSD registration  
from TESDA.

Evaluated & Rated by:

Recommending Approval:

Approved by:



ANTONIO P. ABAMO

Director for Extension

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



ANTONIO P. ABAMO

Director for Extension

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



OTHELLO B. CAPUNO

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 2020

Name of Staff: NILO L. LEORNA

Position: 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


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						

**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.

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		83				
Average Score		4.88				

Overall recommendation : \_\_\_\_\_

  
**ANTONIO P. ABAMO**  
 Director for Extension