

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

Name of Administrative Staff: ARNULFO M. DUARTE

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.73	x 70%	3.31
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.91	x 30%	1.47
TOTAL NUMERICAL RATING			4.78

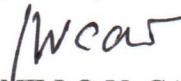
TOTAL NUMERICAL RATING: - 4.78

Add: Additional Approved Points, if any: -


TOTAL NUMERICAL RATING: -

ADJECTIVAL RATING: - Outstanding

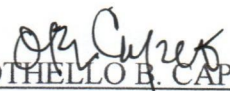
Prepared by:


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, ARNULFO M. DUARTE, 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 2019


ARNULFO M. DUARTE
Welder II
Date: 22 July 2019

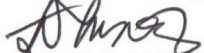

OTHELLO B. CAPUNO
VP for Research & Extension
Date: 22 July 2019

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


MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jan. - June 2019)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 4	Extension Services	PI 1. Number of IEC materials/technoguides developed/used	Trainer	Develop instructional module	3	3	5	4	5	4.7	3 modules
				Develop jobsheet/ Task sheef	15	30	5	4	5	4.7	30 jobsheets/task sheet
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	Fabrication	Fabricated chipping hammer	15	15	5	5	4	4.7	15 units
			Fabrication	Fabricated tool cabinet	1	1	5	5	4	4.7	1 unit
			Fabrication	Fabricated metal consumable rack	1	1	5	4	5	4.7	1 unit

			Fabrication	Fabricated masteral student thesis cassava screw type presser	1	1	5	5	4	4.7	1 unit
			Fabrication	Fabricated masteral student thesis cassava dryer	1	1	5	4	5	4.7	1 unit
										Comments & Recommendations for Development Purposes:	
										Recommended to take the CS Career Professional Exam to be promoted to permanency. Also advised to undergo advance training on welding.	
Number of Performance Indicators Filled-up							8				
Total Over-all Rating							37.9				
Average Rating							4.73				
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: ARNULFO M. DUARTEPosition: 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	59				
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	4.91				

Overall Recommendation : Recommended for Promotion


ADELINA O. CARRENO
 TVET Program Registrar



VISAYAS
STATE UNIVERSITY



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

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

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

Aim: To develop Competency Base Learning Materials needed in the conduct of training in SMAW NC II

Proposed Interventions to Improve Performance:

Date: January 2019 Target Date: June 2019

First Step: Develop session plan; Make Competency Based Learning Materials based on session plan;
Request consumable for the training

Result: Trained trainees in SMAW NC II. Applied assessment for SMAW NC II trainee.
Make inventory for the remaining consumable and request another consumable for the next batch.

Date: January 2019 Date: June 2019

Next Step: Attend training on SMAW NC II

Outcome: _____

Final Step/Recommendation: _____

Conforme:

ARNULFO M. DUARTE
Welder II

Prepared by:

ADELINA O. CARRENO
Unit Head