

DEPARTMENT OF METEOROLOGY
1/F Annex Engineering Building
Visca Baybay City, Leyte, PHILIPPINES
Email: meteorology@vsu.edu.ph
Website: www.vsu.edu.ph

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

the period January - June 2023. I, LORNA B. ABAMO, Administrative staff of the DEPARTMENT OF METEOROLOGY commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for

Approved:

CHARLIE S. ANDAN

Date: OG Only 1973

Administrative Aide VI Date: 7-5-23

LORNA B. ABAMO

Date: 7/10/23 Dean, CET

						Ra	Rating		REMARKS
No. Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Qity	Efficiency Timeliness	Timeliness	Ave.	(Indicators in percentage should be supported with numerical values in numerators and denominators)
UMFO 1. ADVANCED EDUCATION SERVICES	CES								
OVPI MFO 2. Graduate Student Management Services	ent Services								
UMFO 2. HIGHER EDUCATION SERVICES									
OVPI UMFO 3. Higher Education Management Services	ment Services								
PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Prepares Actual Teaching Load and Individual Faculty Workload as basis in computing the FTE of the faculty	ω	8	5	5	4	4.67	4.67 1-ATL; 1 Proj. IFW; 6 IFW
UMFO 3. RESEARCH SERVICES									
UMFO 4. EXTENSION SERVICES									
UMFO 5. SUPPORT TO OPERATIONS								To 1	
OVPI MFO 4. Program and Institutional Accreditation Services	utional Accreditation Service	es							
PI 8.Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Checks documents submitted to and received from other offices whether it is ISO compliant.	100% complia nce	100% complied	4	رن. در	ر. د	4.67	4.67 QMS portal is already used for ISO standard

and send nays to strunthen her comportunies			Approved By:	Anno			Recommending Approval:			
C	-								Rating	Adjectival Rating
4.67									Rating	Average Rating
46.67	46								Total Over-all Rating	Total Ove
4.33 dDRC, CET & DMet com, AdPA BOD	4	4		O1	ω			Number of Committee involvement		
4.67 Dept Monthly meeting; CE1 dDRC meeting; CET meeting; AdPA Boar meeting	5	4		On On	12	თ	Attend department, CET and other committee meetings	Number of meetings attended/facilitated		
4.67 4 PPMP (GAA & STF) 8 PRS		5		S)	5		Make PPMP and PR using the	Number of PPMP and PR		
4.67 2 OPCR (accomplishments & Target); 6 IPCR accomplishment; 6 IPCR target	55	4		5	14	10	Facilitates the faculty and staff in making and submission of	Number of OPCR and IPCR prepared and submitted		
4.67 Control numbers are assigned to all documents that comes out from the office for submission using the HRIS platform	55	51		4	71	10	Drafts / finalize communications and other kinds of reports	Number of documents attended and served		
4.67 Signages are put up outside & inside the DMet admin office for reminders in observance of the health protocol due to Covid 19 even if classes is already faceto-face.	4	5		Si Si	o		Continued putting of signages to remind clients not to ignore the health protocol to prevent the spread of virus	A 48. Other outputs implementing the new normal due to Covid 19	PI 3: Additional Outputs	
5.00	cn cn	51		5	zero complaint	zero	Facilitates clients coming to the	A 46. Customer friendly	PI 2. Zero percent complaint from A 46. Customer friendly	
								es (GASS)	UMFO 6. General Admin. & Support Services (GASS)	UMFO 6.
4.67	5 4	5	-	4	40% complied	100%	Upload supporting documents to	COPC for the BS		
ě	ss Ave.	Efficiency Timeliness	Efficiency	Qity	Actual Accomplishment	Target	Tasks Assigned	Success/ Performance Indicators (PI)	Description of MFO's/PAPs	MFO No.
		Rating	20							

Evaluated and Rated By:

CHARLIE S. ANDAN Head, DMet

Date: Of duly 2027

Approved By:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 7 | 10 | 2.3



DEPARTMENT OF METEOROLOGY

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COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF January - June 2023

Annex P

Name of Administrative Staff: LORNA B. ABAMO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.67	70%	3.27
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.91	30%	1.473
	TOTAL NU	MERICAL RATING	4.74

TOTAL NUMERICAL RATING:

4.74

Add: Additional Approved Points, if any:

4.74

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

4.74

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

LORNA B. ABAMO Name of Staff

CHARLIE S. ANDAN Department/Office Head

Recommending Approval:

JANNET C. BENCU Dean, CET

Approved:

BEATRIZ S. BELONIAS Vice President, Academic Affairs

Vision:

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.

No. CETMet Rad23-03

Page 1 of 1 FM-HRM-27 V0 11-12-2021

EMPLOYEE DEVELOPMENT PLAN January – June 2023

Name of Employee: Lorna B. Abamo Performance Rating:	
Aim: To be an effective implementer of the I the implementation of the new OBEdized fou	ISO 9001:2015 Quality procedures and assist in (4) year BSMet degree program.
Proposed Interventions to Improve Perfor	mance:
Date: January 2023	Target Date: December 2023

First Step:

- Monitoring and coaching on the implementation of ISO 9001:2015 quality procedures
- Re-orientation on the Outcomes-Based Education principles, provisions of the new Policies, Standards, and Guidelines in the offering of the BSMet curriculum.

Results:

- Ms. Abamo is able to monitor the compliance of Outcomes-Based Teaching and Learning (OBTL) Syllabi for the second semester SY 2022-2023 and first semester SY 2023-2024.
- She is able to perform her duties and responsibilities as staff of the Department of Meteorology particularly in the implementation of ISO Quality Procedures.

Next Step:

 Continued monitoring and coaching on her duties and responsibilities in the department

Outcomes:

- Program compliance to CMO No. 97, series of 2017
- Consistent implementation of ISO Quality Procedures applicable to the department

Final Steps / Recommendations:

 Ms. Abamo will be continuously recommended for trainings and seminars to strengthen her competencies and qualifications.

Prepared by:

CHARLIE S. ANDAN Head, Department of Meteorology

Conforme:

LORNA B. ABAMO Admin Staff



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January - June 2023

Annex P

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		TOTAL NU	MERICAL RATING	4.74

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Add: Additional Approved Points, if any:

4.74

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

4.74

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

LORNA B. ABAMO Name of Staff

CHARLIE'S ANDAN Department/Office Head

Recommending Approval:

Dean, Cl

Approved:

BEATRIZ S. BELONIAS Vice President, Academic Affairs

Vision:

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and innovative technologies for sustainable communities and environment.

Page 1 of 1 FM-HRM-27 VO 11-12-2021

No. CETMet Rad23-03



DEPARTMENT OF METEOROLOGY

Visayas State University, PQWW+X3 Baybay City, Leyte

Email: meteorology@vsu.edu.ph Website: www.vsu.edu.ph Phone: +63 53 565 0600 Local 1106

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2023 Name of Staff: <u>Lorna B. Abamo</u>

Position: Admin 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)	- 24	S	cal	е	
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

						V	
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 improvement of his work accomplishment	for	5)	4	3	2	1
12.	Willing to be trained and developed	/	5)	4	3	2	1
	Total Score	е		5	1/12	2	4.9
	Leadership & Management (For supervisors only to be rated by higher supervisor)			S	cal	е	
1.	Demonstrates mastery and expertise in all areas of work to gain tru 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 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 to operational processes and functions of the department/office for furth satisfaction of clients.		(5)	4	3	2	1
4.	Accepts accountability for the overall performance and in delivering to output required of his/her unit.	he	3	4	3	2	1
5.	Demonstrates, teaches, monitors, coaches and motivates subordinates their improved efficiency and effectiveness in accomplishing the assigned tasks needed for the attainment of the calibrated targets of tunit	eir	(5)	4	3	2	1
	Total Sco	ore					
	Average Sco	ore					
Ove	Presonmendation: Precommend For trainings and feming arengtheus competencies	ars	+	0			
1							

Head, DMet

EMPLOYEE DEVELOPMENT PLAN January – June 2023

Name of Employee: Lorna B. Abamo
Performance Rating: Outstanding

Aim: To be an effective implementer of the ISO 9001:2015 Quality procedures and assist in the implementation of the new OBEdized four (4) year BSMet degree program.

Proposed Interventions to Improve Performance:

Date: January 2023 Target Date: December 2023

First Step:

- Monitoring and coaching on the implementation of ISO 9001:2015 quality procedures
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- She is able to perform her duties and responsibilities as staff of the Department of Meteorology particularly in the implementation of ISO Quality Procedures.

Next Step:

 Continued monitoring and coaching on her duties and responsibilities in the department

Outcomes:

- Program compliance to CMO No. 97, series of 2017
- Consistent implementation of ISO Quality Procedures applicable to the department

Final Steps / Recommendations:

 Ms. Abamo will be continuously recommended for trainings and seminars to strengthen her competencies and qualifications.

Prepared by:

CHARLIE S. ANDAN
Head, Department of Meteorology

Conforme:

LORNA B. ABAMO Admin Staff





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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

measures for the period July - December 2022. I, LORNA B. ABAMO, Administrative staff of the DEPARTMENT OF METEOROLOGY commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated

LORNA B. ABAMO Administrative Aide VI Date: 1-3-23

Approved: CHARLIE'S. ANDAN Date: Jan 6, 2323 Head, DMet

Dean, CET Date: 1/10/13

MFO MFO's/PAPs Description of No. MFO's/PAPs No. MFO's/PAPs No. MFO's/PAPs Indicators (PI) No	Success/ Performance Indicators (PI) Success/ Performance Activities / Projects N SERVICES ASERVICES A9. Actual Faculty FTE Computes the Faculty Faculty Workload as basis in computing the FTE of the faculty Workload as basis in computing the FTE of the faculty Workload as basis in computing the FTE of the faculty Fac	Program/ Activities / Tasks Assigned Target Projects Projects Tasks Assigned Target Plishment Olty ciency State Faculty Prepares Actual Teaching Load and Individual Faculty Workload as basis in computing the FTE of the faculty Faculty Faculty Faculty Repares Actual Security Projects Security Repares Actual Securit	Program/ Actual Accomplishment Actual Accomplishment Actual Accomplishment Actual Accomplishment Actual Accomplishment Actual Actual Accomplishment Actual Accomplishment Actual Actual Accomplishment Actual Actual Accomplishment Actual Actual Actual Accomplishment Actual Actual Accomplishment Actual Accompli	Program/ Activities / Tasks Assigned Target Projects Projects Faculty Properts Actual Accomplishment Olty ciency Efficiency S Faculty Prepares Actual Teaching Load and Individual Faculty Workload as basis in computing the FTE of the faculty Tasks Assigned Target Plishment Olty ciency Efficiency Efficiency S S S S S S S S S S S S S	Program/ Activities / Tasks Assigned Target Projects Projects Projects FIE Computes the Frepares Actual Teaching Load and Individual Faculty Workload as basis in computing the FTE of the faculty Faculty Faculty Faculty Faculty Faculty Faculty Faculty Faculty Faculty Faculty Faculty FIE of the faculty Faculty FIE of the faculty Faculty FIE of the faculty
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Comments & Recommendations for Development Purposes

No. Lorana is obing an excellent jub as our document of record controller. We encounter **Adjectival Rating** Average Rating Total Over-all Rating NFO. Description of MFO's/PAPs during accorditation because of her. I would highly revealmend her to attending an international training. Number of Committee attended/facilitated Number of meetings prepared and submitted Number of PPMP and PR involvement Success/ Performance Indicators (PI) Activities / Program/ Projects meetings and other committee Attend department, CET follow up the progress of using the SPPMIS Make PPMP and PR platform of VSU and Tasks Assigned Target 6 Actual Accom plishment w 12 5 QITY ciency E Rating liness Timeka to zero Ave. 0 4.67 42.00 4.33 |dDRC, CET & 4.67 Dept Monthly 4.67 2 PPMP (GAA & polica STF) 6PRS meeting; CET DMet com, AdPA CET meeting dDRC meeting; numerators and supported with denominators) (Indicators in percentage numerical should be REMARKS values in

Evaluated and Rated By:

Date: Jan C, 423

CHARLIES. ANDA

Head, DMet

Recommending Approval:

Approved By:

Dean, CET Date: 1/10/1/23

BEATRIX S. BELONIAS

Vice President for Academic Affairs

Ensures that all the QMS core processes of the university are complied with in the performance of the functions as an administrative staff and deputy documents and records controller Preparation of required documents for the VSU's International Accreditation						
0 0 0	pes whether it is ISO npliant.	npliant.	npliant.		in prient.	apliant.
	Checks documents submitted to and received from other	Checks documents submitted to and received from other offices whether it is ISO	SO	100% compliance	100% compliance 100% complied	100% compliance 100% 4.
+						
Program/ Activities / Tas	Tasks Assigned	ks Assigned Target		Target Actual Accomplishment Qity	Target Actual Accom Qity ciency	Target Actual Accomplishment Qity

MFO Description of Success/ Performance Activities / No. MFO's/PAPs Indicators (PI) Projects	PI 3: Additional Outputs A 48.Other outputs implementing the new normal due to covid 19	Number of documents attended and served track of all administrative and financial transaction and filing of documents in the department	Number of OPCR and Facilitates in IPCR prepared and submitted OPCR & IPCR
s / Tasks Assigned	Put signages in the department for the observance of health protocols due to covid 19 pamdemic	Drafts / finalize eep communictions and other kinds of reports ive al and in in	Facilitates the faculty and staff in making and SCR submittion of OPCR/IPCR
Target		10	10
Actual Accomplishment	O	71	14
Qity	رى د	4	Cr.
Effi- ciency	رن د	С л	4
Time- liness	4	o,	5
Ave.	4.67	4.67	4.67
should be supported with numerical values in numerators and denominators)	7 Signages are put up outside & inside the DMet admin office for reminders in observance of the health protocol due to Covid 19 even if classes is alredy face-to-face.	7 Control numbers are assigned to all documents that comes out from the office for submission; HRHIS platform is used for the submission & tracking of documents	(accomplishments & Target); 6 IPCR accomplishment; 6 IPCR target

EMPLOYEE DEVELOPMENT PLAN July - December 2022

Name of Employee: Lorna B. Abamo Performance Rating: Outstanding

Aim: To be an effective implementer of the ISO 9001:2015 Quality procedures and assist in the implementation of the new OBEdized four (4) year BSMet degree program.

Proposed Interventions to Improve Performance:

Date: July 2022

Target Date: December 2022

First Step:

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Results:

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- She is able to perform her duties and responsibilities as staff of the Department of Meteorology particularly in the implementation of ISO Quality Procedures.

Next Step:

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Outcomes:

- Program compliance to CMO No. 97, series of 2017
- Consistent implementation of ISO Quality Procedures applicable to the department

Final Steps / Recommendations:

Ms. Abamo will be continuously recommended for trainings and seminars to strengthen her competencies and qualifications.

Prepared by:

Head, Department of Meteorology

Conforme:

LORNA B Admin Staff







ARTMENT OF METEOROLOGY

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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December 2022

Name of Staff: Lorna B. Abamo Position: Admin 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

Casla	Descriptive Rating	g the scale below. Encircle your rating. Qualitative Description
Scale	Descriptive Rating	The performance almost always exceeds the job requirements. The staff
5	Outstanding	delivers outputs which always results to best practice of the unit. He is
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

	. 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		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	ľ		
7.	Keeps accurate records of her work which is easily retrievable when needed.	(5)	4	3	2			
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2			
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			
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	3	4	3	2			
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5		3	2			
12.	Willing to be trained and developed	5		3	2			
	Total Score	57						







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COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

Lorna B. Abamo (Jul-Dec 2022)

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)		
4	Numerical Rating per IPCR	4.67	70%	3.269		
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.425		
		4.694				

TOTAL NUMERICAL RATING:

4.694

Add: Additional Approved Points, if any:

4.694

TOTAL NUMERICAL RATING:

4.694

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

Outstanding

Prepared by:

LORNA B. ABAMO

Name of Staff

Reviewed by:

CHARLIE S.

Head, Department of Meteorology

Recommending Approval:

BENCURE

Dean, College of Engineering & Technology

Approved:

BEATRIZ S. BELONIAS

Vice President, Academic Affairs