



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Lorna B. Abamo (uly-Dec 2021)

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.769	70%	3.33
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.78

TOTAL NUMERICAL RATING: 4.78

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.78

FINAL NUMERICAL RATING 4.78

ADJECTIVAL RATING: Outstanding

Prepared by:

LORNA B. ABAMO
Name of Staff

Reviewed by:

DANIEL C. LOR
Department Head

Recommending Approval:

JANNET C. BENCURE
Dean, CET

Approved:

BEATRIZ S. BELONIAS
Vice President, Academic Affairs



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Exhibit B

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

LORNA B. ABAMO
Admin Staff
Date: 1-20-22

DANIEL C. LOR
Head, DMet
Date: 9/29/2022

JANNET C. BENCURE
Dean, CET
Date: 6/24/2022

[illegible]

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Dept Target	Actual Accomplishments		Rating				Remark (Details of the targetted output indicators with **)	% weight
				% Accomp	Details of Accomp	Quality	Efficiency	Timelines	Average		
	PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the	Dept. Head & Faculty								Zero non-conformity (No NC)	2.50%
	Prepared and submitted list of all internal & external document in the department to the Office of the Director of Quality Assurance through CET office	Staff	100%	100%	1	5.0	5.0	4.0	4.67		
MFO 6	General Admin. & Support Services (GASS)										
	PI 1. Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*	Dept. Head & Staff	1	100%	1	4.0	5.0	5.0	4.67		1%
	Prepared & submitted PRs of the Department	Staff	1	100%	4	5.0	5.0	5.0	5.00		
	PI 2. Zero percent complaint from clients served	Dept. Head & all faculty &	1 valid complai	No complain							2%
	PI 3: Additional Outputs										
	<i>Prepared & Submitted Actual Teacing Load of the</i>	Staff	1	100%	1	5.0	5.0	4.0	4.67		
	<i>Prepared, computed & submitted the individual</i>	Staff	4	150%	6	4.0	5.0	5.0	4.67		
	Attended meetings in the department	Dept. Head & all faculty &	12	100%	12	5.0	4.0	5.0	4.67		
	Facilitated logistics during meeting and other	Staff	6	200%	12	5.0	4.0	5.0	4.67		
	Drafts, finalize, prints communications and other	Staff	20	200%	40	4.0	5.0	5.0	4.67		
	Attended virtual seminars	Dept. Head & all faculty &	1	400%	4	4.0	5.0	5.0	4.67		
	dDRC of DMet	Staff	100%	100%	100%	5.0	5.0	5.0	5.00		

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Dept Target	Actual Accomplishments		Rating				Remark (Details of the targetted output indicators with **)	% weight
				% Accomp	Details of Accomp	Quality	Efficiency	Timelines	Average		
	Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *									explain here briefly why consider said department practice can be considered as a best practice	2%
						61.0	62	63.0	62.0		
Total Over-all Rating						62.000					
Average Rating				149.46%		4.769					
Adjectival Rating						Outstanding					

Comments & Recommendation for Development Purpose:

Continue to be an asset to the department.

Evaluated & Rated by:

DANIEL C. LOR

Head, D Met

Date: 01/24/2022

Recommending Approval:

JANNET C. BENCURE

Dean, CET

Date: 01/24/2022

Approved:

BEATRIZ S. BELONIAS

Vice Pres. for Academic Affairs

Date: 02/4/22



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2021

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 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		58 = 4.83				

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		25				
Average Score		4.83				

Overall recommendation : Accomplishes her job beyond expectation.


DANIEL C. LOR
 Head, Department of Meteorology

EMPLOYEE DEVELOPMENT PLAN
July – December, 2021

Name of Employee: LORNA B. ABAMO
Performance Rating:

Aim: Continuous improvement in administrative facilitative services compliant to the ISO standard in the Department of Meteorology.

Proposed Interventions to Improve Performance:

Date: September 2021

Target Date: September 2021

First Step:

Implementation of the university ISO standards of the university.

Result:

ISO standards are implemented and sustained in the department.

Outcome: ISO standard is implemented and improvement is continually observed.

Final Step/Recommendation:

None

Prepared by:


DANIEL C. LOR
Head, Department of Meteorology

Conforme:


LORNA B. ABAMO
Name of Ratee Faculty/Staff