



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Felix C. Abanera

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.44	70%	3.108
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.374
TOTAL NUMERICAL RATING			4.48

TOTAL NUMERICAL RATING: 4.48


Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.48

FINAL NUMERICAL RATING 4.48

ADJECTIVAL RATING: Very Satisfactory

Prepared by:


FELIX C. ABANERA
Name of Staff

Reviewed by:


CHARLINDO S. TORRION
Head, Department of Meteorology

Recommending Approval:


ROBERTO C. GUARTE
Dean, Col of Engineering & Technology

Approved:


BEATRIZ S. BELONIAS
Vice President, Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **FELIX C. ABANERA**, administrative staff of the Department of Meteorology, College of Engineering & Technology, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January - June 2020.

F. Abanera
FELIX C. ABANERA

Admin Staff

Date: Sept. 23

Charlindo S. Torrior
CHARLINDO S. TORRIOR

Head, DMet

Date: Sept. 30, 2020

MFO & PAPs	Success/Performance Indicator (PI)	Tasks Assigned	Actual Accomplishments		Rating				Remarks
			Target	Actual Accomplishment	Q ¹	E ²	T ³	A ⁴	
UMFO 6. GENERAL ADMINISTRATION & SUPPORT SERVICES									
MFO 1. Administrative and Facilitative Services									
PI 7. Number of documents brought and followed up to and from other offices in VSU	Number of documents brought to and back / followed up from other offices	Bringing and following up of documents brought to other offices	50	70	4	4	4	4.0	
On Janitorial services	Maintained cleanness of the Admin Office of the Department of Meteorology and the assigned areas to the department	Cleaning of the areas	100%	100%	4	5	5	4.7	
MFO 2. Frontline Services									
PI 1. Efficient and customer-friendly frontline service	Served Clientile	Facilitated & assisted clients who came to the Department of Meteorology	One valid complain	Zero Complain	4	5	5	4.7	
Total Over-all Rating								13.3	

Average Rating (Total Over-all rating divided by __)	4.44	Comments & Recommendation for Development Purpose: <i>The staff should be provided with necessary equipment to be able to improve the delivery of services.</i>
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.44	
ADJECTIVAL RATING	VS	

Evaluated & Rated by:

CHARLINDO S. TORRION

Head, DMet

Date: 9/30/2020

Recommending Approval:

ROBERTO C. GUARTE

Dean, CET

Date: _____

Approved by:

BEATRIZ S. BELONIAS

Vice Pres, Academic Affairs

Date: _____

1- Quality 2- Efficiency 3- Timeliness 4- Average

PERFORMANCE MONITORING FORM
Jan – June 2020

Name of Employee: FELIX C. ABANERA

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	General Administration and Support Services	Cleanliness in the administrative office, classrooms and other areas assigned to the department is maintained.	Within the semester or rating period	Every day with in the rating period	Everyday within the rating period	Very impressive	Outstanding	On messengerial services: FCA should stay in the admin office of the department after accomplishing his messengerial services.

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

CHARLINDO S. TORRION
 Head, Department of Meteorology



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan-June 2020

Name of Staff: FELIX C. ABANERA

Position: Admin Aide III

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		55				

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		4.58				

Overall recommendation : Needs to be present/available in the admin office.


CHARLINDO S. TORRION
 Head, Department of Meteorology

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: FELIX C. ABANERA

Performance Rating: Very Satisfactory

Aim: Continuous improvement in janitorial, messengerial and facilitating services in the Department of Meteorology.

Proposed Interventions to Improve Performance:

Date: February 2020

Target Date: April 2020

First Step:

Must be more visible in the office after doing messengerial services.

Result:

Visibility in the office is improving.

Date: May 2020

Target Date: June 2020

Next Step:

Give additional assignments to keep him and be available at the department.

Outcome: Improved visibility in the office after messengerial services.


Final Step/Recommendation:

1. Additional assignment will be given to keep him busy.
2. Checking of his attendance in the office will be done often.

Prepared by:


CHARLINDO S. TORRION
Head, Department of Meteorology

Conforme:


FELIX C. ABANERA
Name of Ratee Faculty/Staff