



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Lorna B. Abamo (Jan-June 2022)


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.63	70%	3.24
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.91	30%	1.47
TOTAL NUMERICAL RATING			4.71

TOTAL NUMERICAL RATING: 4.71
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.71

ADJECTIVAL RATING: Outstanding

Prepared by:


LORNA B. ABAMO
Name of Staff

Reviewed by:


CHARLIE S. ANDAN
Head, Department of Meteorology

Recommending Approval:


JANNET C. BENCURE
Dean, College of Engineering & Technology

Approved:


BEATRIZ S. BELONIAS
Vice President, Academic Affairs




VISAYAS STATE UNIVERSITY

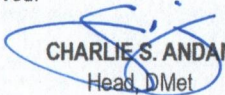


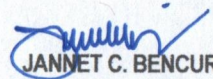
DEPARTMENT OF METEOROLOGY
 1st Floor Annex Engineering Building
 Visca Baybay City, Leyte 6521-A
 Email Address: dmet@vsu.edu.ph
 Website: www.vsu.edu.ph

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

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 the period JANUARY 1 - JUNE 30, 2022.


LORNA B. ABAMO
 Administrative Aide VI

Approved:

CHARLIE S. ANDAN
 Head, D Met


JANNET C. BENCURE
 Dean, CET

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
							Qty	Efficiency	Time-liness	Ave.	
UMFO 1. ADVANCED EDUCATION SERVICES											
OVPI MFO 2. Graduate Student Management Services											
UMFO 2. HIGHER EDUCATION SERVICES											
OVPI UMFO 3. Higher Education Management Services											
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Computes the FTE of the Faculty	Prepares Actual Teaching Load and Individual Faculty Workload as basis in computing the FTE of the faculty	3	8	5	5	4	4.67	1- ATL; 1 Proj. IFW; 6 IFW
UMFO 3 . RESEARCH SERVICES											
UMFO 4. EXTENSION SERVICES											
UMFO 5. SUPPORT TO OPERATIONS											

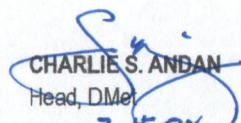
OVPI MFO 4. Program and Institutional Accreditation Services											
	PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	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	Checks documents submitted to and received from other offices whether it is ISO compliant.	100% compliance	100% complied	4	5	5	4.67	QMS portal is already used for ISO standard
		On institutional accreditations	Preparation of required documents for the VSU's International Accreditation	Prepare the documents of the department asked for the international accreditation			4	5	5	4.67	DMet has already few documents for accreditation
UMFO 6. General Admin. & Support Services (GASS)											
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Facilitates clients coming to the office	zero complaint	zero complaint received	5	5	4.5	5.00 4.67 A	
	PI 3: Additional Outputs	A 48. Other outputs implementing the new normal due to covid 19		Put signages in the department for the observance of health protocols due to covid 19 pandemic		8	4	5 4	5	4.67 4.33 A	Signages are put up outside & inside the DMet admin office for reminders in observance of the health protocol due to Covid 19

	Number of documents attended and served	Prepare, facilitate, keep track of all administrative and financial transaction and filing of documents in the department	Drafts / finalize communications and other kinds of reports	10	68	4	5	5	4.67	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
	Number of OPCR and IPCR prepared and submitted	Facilitates in making the OPCR & IPCR	Facilitates the faculty and staff in making and submission of OPCR/IPCR	10	16	5	4	5	4.67	2- OPCR (1 target & 1 accomplishment); 10 Faculty (5 target & 5 accomplishment); 4 Admin (2 target & 2 accomplishment)
	Number of PPMP and PR prepared and submitted		Make PPMP and PR using the SPPMIS platform of VSU and follow up the progress of it	1	5	5	5	4	4.67	2 PPMP (GAA & STF) 3 PRS
	Number of attended/facilitated		Attend department, CET and other committee meetings	6	11	4	5	5	4.67	Dept Monthly meeting; CET dDRC meeting; CET meeting
	Number of Committee involvement				3	5	4	5	4.67	dDRC, CET & DMet com, AdPA BOD
Total Over-all Rating									47.00	46.36 <i>B</i>
Average Rating									4.70	4.63 <i>B</i>
Adjectival Rating									0	

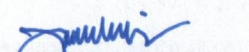
Comments & Recommendations for Development Purposes

Very supportive admin. Keep it up the main term

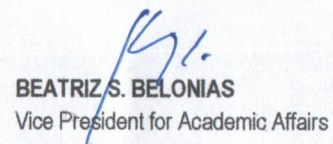
Evaluated and Rated By:


CHARLIE S. ANDAN
Head, DMe
Date: 7-15-22

Recommending Approval:


JANNET C. BENCURE
Dean, CET
Date: 15 July 2022

Approved By:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2022

Name of Staff: Lorna B. Abamo Position: Admin Aide VI

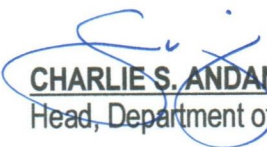
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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 : _____


CHARLIE S. ANDAN
 Head, Department of Meteorology

EMPLOYEE DEVELOPMENT PLAN
January – June 2022

Name of Employee: Lorna B. Abamo

Performance Rating: _____

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

Proposed Interventions to Improve Performance:

Date: January 2022

Target Date: December 2022

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 2021-2022 and first semester SY 2022-2023.
- 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