



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Lorna B. Abamo

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.57	70%	3.19
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
TOTAL NUMERICAL RATING			4.69

TOTAL NUMERICAL RATING: 4.69


Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.69

FINAL NUMERICAL RATING 4.69

ADJECTIVAL RATING: Outstanding


Prepared by:


LORNA B. ABAMO
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, LORNA B. ABAMO, 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.


LORNA B. ABAMO

Admin Staff

Date: 9-23-20


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	
OVPI MFO 1. Curriculum Program Management Services										
	PI 1: Total FTE Monitored	Computed FTE	Computed the FTE of the faculty	2	4	4	5	4	4.3	
UMFO 6. GENERAL ADMINISTRATION & SUPPORT SERVICES										
	MFO 1. Administrative and Facilitative Services									
	PI7. Number of office supplies purchased	Approved PPMP and PR	Drafted PPM & PR for approval	2	5	4	5	4	5.0	
		Approved Petty Cash Request	Purchased Office supplies needed in the department							
			Liquidate Cash Advance							
	On Communications	Communications given to other offices	Drafted & finalized communication to other offices per instruction of the head of the department	8	20	4	5	4	4.3	
	On other documents asked for compliance	Submitted documents to offices needing it compliant to ISO standard	Prepared the documents for submission to offices needing such document(s) compliant to ISO standard	25	70	4	5	4	4.3	
		On in-house seminars/ training & meeting off the department	Number of training and meetings facilitated	Facilitated in-house training of the department	1	1	4	5	5	4.7
			Facilitated meetings of the department	2	4	4	5	5	4.7	
	On Instructional Materials	Number of copies of Instructional materials reproduced	Printing of OBTEL syllabus	3	6	4	4	5	4.3	

MFO & PAPs	Success/Performance Indicator (PI)	Tasks Assigned	Actual Accomplishments		Rating				Remarks
			Target	Actual Accomplishment	Q ¹	E ²	T ³	A ⁴	
		Printing of exams	100	150	5	5	4	4.7	
MFO 2. Student Management Services									
Assisting & Facilitating students	Student activities assisted & facilitated	Facilitated BS Meteorology students in their course related activities	2	4	4	5	5	4.7	
MFO 2. Frontline Services									
PI 1. Efficient and customer-friendly frontline service	Served clientele	Facilitating & assisting of clients coming to the department	One complain from Clientele	Zero Complain	4	5	5	4.7	
PI 2. Additional Outputs									
Assisted in Disinfecting the administrative Office due to COVID 19 Pandemic	Cleaned and disinfected Administrative Office	Assisted in the Cleaning & disinfecting of the administrative office							
Total Over-all Rating								45.7	

Average Rating (Total Over-all rating divided by 4)			4.57	Comments & Recommendation for Development Purpose: <i>The staff should be sent to attend trainings in preparation for RQAT and other academic accreditation application of the department.</i>
Additional Points:				
Approved Additional points (with copy of approval)				
FINAL RATING			4.57	
ADJECTIVAL RATING			0	

Evaluated & Rated by:

CHARLINDO S. TORRION

Head, DMet

Date: 1/20/2020

Recommending Approval:

ROBERTO C. GUARTE

Dean, CET

Date: _____

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: _____

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

PERFORMANCE MONITORING FORM
Jan – June 2020

Name of Employee: LORNA B. ABAMO

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	Administrative & Facilitative Services	Efficient Facilitative services	Entire semester & rating period	Within the semester and rating period.	On or before the identified date set by the requiring office (note: refer to record book)	Very impressive	Outstanding	Has the facilitative and communication skills exemplified in her performance in the office
2	Student Management Services	Efficient Facilitative services	Entire semester & rating period	Within the semester and rating period.	Anytime in the semester while there are students transacting business in the department	Very impressive	Outstanding	Very approachable. Manages her time properly as he facilitates the student's requests.
3	Preparation of PPMP & PR of the department	No error	When BAC gives its time table	Within the time frame set by BAC	Before the time frame set by BAC	Very impressive	Outstanding	BAC should update the department of the status of the PR
4	Evaluation facilitator of the Teaching Performance of Faculty by Students	Efficient	As scheduled by OVPI	As scheduled by OVPI				Note: NO TPES evaluation done this rating period due to COVID 19 Pandemic
5	Records Controller of the department	Efficient	Entire SY	Within the School Year	Within the School Year	Very impressive	Outstanding	Documents are filed properly

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
								compliant to ISO standard.

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

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

Prepared by:

CHARLINDO S. TORRION
Head, Department of Meteorology

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LORNA B. ABAMO

Performance Rating: Outstanding

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

Proposed Interventions to Improve Performance:

Date: March 2020

Target Date: March 25, 2020

First Step:

Learn from other departments from the College of Engineering & Technology how they prepare for ISO audit.

Result:

Knowledge gained in the preparation for the ISO audit of the department are implemented. The department of Meteorology is for ISO internal audit.

Date: June 2020

Target Date: June 23, 2020

Next Step:

Implement and further improve for ISO internal audit of the department.

Outcome: The Department of Meteorology is complying for the ISO internal audit.


Final Step/Recommendation:

1. Maintain and improve more of the internal ISO audit.
2. Ask QAC what other information needed or documents to comply to become ISO standard.

Prepared by:


CHARLINDO S. TORRION
Head, Department of Meteorology

Conforme:


LORNA B. ABAMO
Name of Ratee Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan-June 2020

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		60				

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		5				

Overall recommendation : please keep up with the excellent work.

CHARLINDO S. TORRION
Head, Department of Meteorology