

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LORNA B. ABAMO**, of the **OFFICE OF THE VICE PRESIDENT FOR INSTRUCTION** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2017.

Lorna B. Abamo
LORNA B. ABAMO
 Ratee

Beatris S. Belonias
 Approved: **BEATRIS S. BELONIAS**
 VP/Instruction

MFO No.	MFO Description	Success/ Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishment	Rating			Remark(s)
						Quality	Efficiency	Timeliness	
UMFO 1: Advanced Education Services									
OVPI MFO 1.	Graduate Degree Program Management Services PI 2: Total FTE monitored		Monitors the submission of the Individual Faculty Workload (IFW) & encodes the subjects taught of the graduate faculty for FTE	80%	100%	5	5	5	5.00
UMFO 2. Higher Education Services									
OVPI MFO 1.	Curriculum Program Management Services PI 1: Total FTE monitored		Monitors the submission of the individual faculty workload & encodes subjects taught for computation of FTE	80%	100%	5	5	5	5.00
OVPI MFO 2. Faculty Recruitment/Hiring Services									
	PI 1: Number of faculty recruited/hired aligned with ISO standards		Reviews documents submitted for APB & notify requesting dept if there documents that are lacking for compliance	75%	90%	5	4	5	4.67
OVPI MFO 3. Faculty Evaluation Services									
	PI 1: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated		Coordinates the Teaching Performance Evaluation by students (TPES) of the university	60%	100%	5	5	5	5.00
			Monitors the progress of the TPES in the university	70%	100%	5	5	5	5.00
OVPI MFO 5. Guidance and Counseling & Support to Students Services									
	PI 2: Number of students who have availed of guidance and counseling services		Facilitates request of students in their change of curriculum	75%	100%	5	5	5	5.00
UMFO 6. General Administration and Support Services (GASS)									
OVPI MFO 1. Administrative and Facilitative Services									
	PI 1: Number of colleges, departments & support units supervised, monitored & coordinated		Monitors submission of the actual teaching load for the class roster of the Registrar's office & for the TPES	70%	100%	5	5	5	5.00
			Monitors submission of IFW in determining balance of workload of the department	80%	100%	5	5	5	5.00

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July- December 2017

Name of Staff: LORNA B. ABAMO Position: Admin Aide IV

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		25				
Average Score		5.0				

Overall recommendation :

BEATRIZ S. BELONIAS
VP, Instruction

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
(July – December 2017)

Name of Administrative Staff: **LORNA B. ABAMO**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.95	4.95 x 70%	3.47
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	<u>4.92</u>	<u>4.92</u> x 30%	<u>1.47</u>
TOTAL NUMERICAL RATING			<u>4.94</u>

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

~~3.47~~ 4.94
0
4.94

Prepared by:


LORNA B. ABAMO
Name of Staff

Reviewed by:


BEATRIZ S. BELONIAS
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President