

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF**

July - December 2019

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%	3.11
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.42	30%	1.28
TOTAL NUMERICAL RATING			4.39

TOTAL NUMERICAL RATING:

4.39

Add: Additional Approved Points, if any:

-

TOTAL NUMERICAL RATING:

4.39

FINAL NUMERICAL RATING

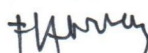
4.39

ADJECTIVAL RATING:

Very Satisfactory

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

Prepared by:

  
**FELIX C. ABANERA**  
Name of Staff

Reviewed by:

  
**CHARLINDO S. TORRION**  
Head. Department of Meteorology

Recommending Approval:

  
**ROBERTO C. GUARTE**  
Dean, College of Engineering and Technology

Approved:

  
**BEATRIZ S. BELONIAS**  
VP, Instruction



## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **FELIX C. ABANERA**, an administrative staff of the DEPARTMENT OF METEOROLOGY 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 2019**.

**FELIX C. ABANERA**

Ratee

Date: \_\_\_\_\_

**CHARLINDO S. TORRIOR**

Department Head

Date: 15 Jan 2020

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities	Task Assigned	Target	Actual Accomplishments	Rating				Remark(s)
							Quality	Efficiency	Timeliness	Average	
	UMFO 6.	GENERAL ADMINISTRATION & SUPPORT SERVICES									
		MFO 1. Administrative and Facilitative Services									
		PI7. Number of documents brought and followed up to and from other offices in VSU	Messengerial Services	Brought & followed up of documents for approval	50	70	5.00	4.00	4.00	4.33	
		Efficient & effective janitorial services	Janitorial services	Clean and maintain the cleanliness of DMet office and its surroundings	100	100%	5.00	4.00	4.00	4.33	
		MFO 2. Frontline Services									
		PI 1. Efficient and customer-friendly frontline service	Act as alternate front line service person	Entertains clientile	zero complain from cleints served	zero complain from cleints served	5.00	4.00	5.00	4.67	
Total Points							15.0	12.0	13.0	4.4	
Total Over-all Rating							40.00				
Average Rating							4.44				
Adjectival Rating							Very Satisfactory				

Average Rating (Total Over-all rating divided by 15)	4.44
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.44
ADJECTIVAL RATING	Very Satisfactory

Comments & Recommendations for Development Purpose:

Attendance to relevant administrative trainings and workshops  
is highly recommended to enhance skills on admin-related  
skills and tasks-handling.

Evaluated & Rated by:

  
**CHARLINDO S. TORRION**

Dean, College of Engineering

Date: 15/Jan/2020

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

Recommending Approval:

  
**ROBERTO C. GUARTE**

Dean, College of Engineering & Technology

Date: \_\_\_\_\_

Approved:

  
**BEATRIZ S. BELONIAS**

VP, Instruction

Date: \_\_\_\_\_



### PERFORMANCE MONITORING FORM

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:							
	Janitorial, utility and messengerial services	Maintained cleanliness of the admin office of the department, class rooms and other area assigned to the department	Entire semester and rating period	Within the semester and rating period	Every day (working and class days)	Very Impressive	Outstanding	<b>Cleanliness:</b> FCA should clean thoroughly especially the admin office & the classroom <b>Messengerial Services:</b> FCA should follow the agreed time for messengerial services and should stay in the office after doing the task

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

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

Prepared by:

  
**CHARLINDO S. TORRION**  
 Head, Dept of Meteorology

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2019Name of Staff: Felix B. AbaneraPosition: Administrative Staff

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						
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					

Overall recommendation

: Improve administrative skills by attending relevant trainings and workshop/s.

  
**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 activities in the department.

Proposed Interventions to Improve Performance:

Date: August 2019 Target Date: December 2019

First Step:

Level up janitorial functions by cleaning thoroughly the classrooms and admin office of the department.

Follow the schedule time in doing the messengerial services.

Should always be visible in the office to efficiently help in facilitating activities.

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Result:

Date: August 2019 Target Date: December 2019

Next Step:

Cleanliness of the classrooms and office are improving.

Facilitating activities is improving.

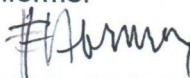
Outcome: The admin office of the Department of Meteorology is now functional.

Final Step/Recommendation: None

Prepared by:

  
**CHARLINDO S. TORRION**  
Head, Department of Meteorology

Conforme:

  
**FELIX C. ABANERA**  
Name of Ratee /Staff