



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Felix C. Abanera (Jan-June 2022)

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.5	70%	3.15
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
TOTAL NUMERICAL RATING			4.626

TOTAL NUMERICAL RATING: 4.626


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.626

FINAL NUMERICAL RATING 4.626

ADJECTIVAL RATING: Outstanding

Prepared by:


FELIX C. ABANERA
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



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OVPI UMFO 3. Higher Education Management Services										
UMFO 3 . RESEARCH SERVICES										
UMFO 4. EXTENSION SERVICES										
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										
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	helps in facilitating clients coming to the office especially when the dDRC of the department is not around	zero complaint	zero complaint received	5	4	5	4.667	Respond immediately to clients with courtesy observing health protocols due to Covid 19 pandemic
PI 3: Additional Outputs	A 48. Other outputs implementing the new normal due to covid 19									
	Number of documents attended and served	Messengerial	Submit documents to offices needing it and follow up the status of the documents submitted.	100	150	4	4	4	4	Follow the health protocols in bringing the documents to other offices
	Number of OPCR and IPCR prepared and submitted		Submits OPCR and IPCR to respective offices for signatures	10	16	4	5	5	4.667	
	Number of PPMP and PR prepared and submitted		Submit printed document to the office needing it	1	3	5	5	5	5	
	Number of meetings attended/facilitated		Attend department, CET and other committee meetings	12	6	4	4	5	4.333	Follow health protocols during limited face-to-face meeting

		Area of lawn maintained (sq.m, approx.)		Regularly clean the lawns (area) assigned dto the department	100%	100%	4	4	5	4.333	
		Number of office, laboratory, faculty & admin office of the department maintained to best condition		Regularly clean the class rooms, laboratory, faculty room and office of the department	100%	100%	4	5	5	4.667	Disinfecting of the office & rooms are done everyday including the lobby of the office
		Number of Committee involvement				2	4	4	5	4.333	Attended limited face-to face-meeting as member of the committee
Total Over-all Rating										36	
Average Rating										4.5	
Adjectival Rating										O	
Comments & Recommendations for Development Purposes											
Very supportive admin aide!											

Evaluated and Rated By:

Recommending Approval:

Approved By:

CHARLIE S. ANDAN

Head, Department of Meteorology

Date: 7-15-22

JANNET C. BENCURE

Dean, College of Engineering and Technology

Date: 15 July 2022

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2022

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		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		4.92				

Overall recommendation : _____


CHARLIE S. ANDAN
 Head, Department of Meteorology

EMPLOYEE DEVELOPMENT PLAN
January – June 2022

Name of Employee: Felix C. Abanera
Performance Rating:

Aim: To be an effective implementer of the ISO 9001:2015 Quality procedures and assist in the implementation of the new OBEdized 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:

- Mr. Abanera 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.
- He is able to perform his 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 his 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:


- Mr. Abanera will be continuously recommended for trainings and seminars to strengthen her competencies and qualifications.

Prepared by:


CHARLIE S. ANDAN

Head, Department of Meteorology

Conforme:


FELIX C. ABANERA
Admin Staff