



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Felix C. Abanera (July-Dec 2021)

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.533	70%	3.17
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.25	30%	1.28
TOTAL NUMERICAL RATING			4.45

TOTAL NUMERICAL RATING: 4.45

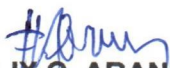
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.45

FINAL NUMERICAL RATING 4.45

ADJECTIVAL RATING: Very Satisfactory


Prepared by:


FELIX C. ABANERA
Name of Staff


Reviewed by:


DANIEL C. LOR
Department Head

Recommending Approval:


JANNET C. BENCURE
Dean, CET

Approved:


BEATRIZ S. BELONIAS
Vice President, Academic Affairs



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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

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

Date: 01/24/2022

Date: 6/24/22

Date:

[illegible]

MFO No.	Success/Performance Indicator (PI)	Units/ Persons Resp.	Dep. Target	Actual Accompl.		Rating				Remark (Details of the targetted output indicators with **)	% weight
				% Accom	Details of Accom	Quality	Efficiency	Timeliness	Average		
	Acted as alternate front line service person in times when the	Staff	100%	100%	100%	5.0	4.0	5.0	4.7		
	Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *									explain here briefly why consider said department practice can be considered as a best practice	2%
Total Over-all Rating						23.0	21.0	24.0	22.7		
Average Rating						22.667					
Adjectival Rating						4.533					
						Outstanding					

Comments & Recommendation for Development Purpose:

Be more visible & reachable especially on times when his service is needed by the department.

Evaluated & Rated by:

DANIEL C. LOR

Head, DMet

01/24/2022

Recommending Approval:

JANNET C. BENCURE

Dean, CET

01/24/2022

Approved:

BEATRIZ S. BELONIAS

Vice Pres. for Academic Affairs



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2021

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		51 = 4.25				

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		22				
Average Score		4.29 4.25				

Overall recommendation : visibility within the department premises should be improved.


DANIEL C. LOR
Head, Department of Meteorology

EMPLOYEE DEVELOPMENT PLAN
July – December, 2021

Name of Employee: FELIX C. ABANERA
Performance Rating:

Aim: Continuous improvement in janitorial, messengerial and facilitating services in the Department of Meteorology.

Proposed Interventions to Improve Performance:

Date: September 2021

Target Date: September 2021

First Step:

The classrooms assigned to the department and other areas should always be kept clean.

Result:

The classrooms and other assigned areas to the department are always clean.

Outcome: The areas and classrooms are always kept clean.


Final Step/Recommendation:

1. The SHINE plan used by CET will be adopted for monitoring.

Prepared by:


DANIEL C. LOR
Head, Department of Meteorology

Conforme:


FELIX C. ABANERA
Name of Ratee Faculty/Staff