

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
(January – June 2017)

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

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.97	4.97 x 70%	3.48
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	4.92 x 30%	1.48
TOTAL NUMERICAL RATING			4.96

TOTAL NUMERICAL RATING: 4.96

Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING: 4.96

ADJECTIVAL RATING: 0

Prepared by:


LORNA B. ABAMO
Name of Staff

Reviewed and Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

Annex B

COMPARISON OF FINANCIAL INDICATORS FOR ADMINISTRATIVE STAFF

(Monthly - June 2017)

Name of Administrative Staff: LORENZO A. S. L. (M)

Particulars (1)	Financial Rating (2)	Percentage Weight Value (3)	Weighted Numerical Rating (4)
1. Financial Rating for FY 17	4.5	1.00	4.5
2. Supervisory Assessment of the contribution towards achievement of objectives	4.5	1.00	4.5
TOTAL FINANCIAL RATING			9.0

TOTAL FINANCIAL RATING:
Add: Additional Scores from Item 15

9.0

TOTAL FINANCIAL RATING:

9.0

ADJECTIVE RATING

9

Prepared by:


LORENZO A. S. L. (M)
Name of Staff

Reviewed and Approved

Vice President for Administration

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 accomplishments in accordance with the indicated measures for the period **January - June 2018..**


LORNA B. ABAMO
Ratee


Approved: **BEATRIS S. BELONIAS**
VP, instruction

MFO No.	MFO Description	Success/ Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishme nt	Rating				Remark(s)
						Quality	Efficiency	Timeliness	Average	
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 as to its compliance to what is being required by APB	75%	95%	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		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	
			Data automation of the individual faculty workload for CHED data elements	70%	98%	5	5	5	5.00	

MFO No.	MFO Description	Success/ Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishme nt	Rating				Remark(s)
						Quality	Efficiency	Timeliness	Average	
PI 8: Percentage of faculty evaluated by their students			Reviews IFW & countersign for approval of workload by VP for Instruction	80%	100%	5	5	5	5.00	
			Encode the filled up TPES forms	60%	80%	5	5	5	5.00	
			Make summary of the results of the TPES & issued to faculty evaluated	60%	100%	5	5	5	5.00	
OVPI MFO 2. Frontline Services										
	PI 1. Efficient and customer-friendly frontline service		Provided dat to offices who needs like: accreditation, NBC,etc	80%	100%	5	5	5	5	

Total Over-all Rating	60	59	60	59.66667
Average Rating	5.00	4.92	5.00	4.97
Adjectival Rating	0			

Evaluated & Rated By:

BEATRIZ S. BELONIAS, Ph.D

Unit Head

Date

Comments & Recommendations for Development Purpose:

1. Tracking of depts./units who do not submit the IFW on time/before Sept 15 every year.
2. More frequent reminders thru IP & personal follow-up to meet the deadline of the submission of HEMIS data to CHED.

Approved:

BEATRIZ S. BELONIAS, Ph.D

Vice Pres. for Instruction

Date:

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2018

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 / 12 = 4.92				
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 :

BEATRIZ S. BELONIAS
VP, Instruction

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 nd	
	3 rd	
	4th	

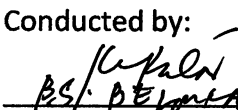
Name of Office: OVPI

Head of Office: BEATRIZ S. BELONIAS

Number of Personnel: Lorne B. Adams

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Discuss with staff on the problem of incomplete submission of FWL & Report of Actual Teaching loads by faculty and that she should strategize to encourage faculty to submit on time				Improvement in the submission was observed enabling to comply with HEMIS data submission to CHED by Sept 20
Coaching	Strategies were suggested and deadlines were set				

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by: 
Immediate Supervisor

Noted by: _____
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LORNA B. ABAMO
Performance Rating: _____

Aim: To improve performance in the monitoring of FWL submission by faculty

Proposed Interventions to Improve Performance:

Date: August 2, 2018 Target Date: August 19, 2018

First Step: Track departments or units who do not submit FWL on time or before Sept. 15 of every year

Result:

Delinquent units identified and tracked

Date: Sept 20, 2018 Target Date: Sept 15, 2018

Next Step:

More frequent reminders thru IP and frequent personal follow-ups in concerned departments.

Outcome: Improvement in the FWL submissions making VSA able to beat the Sept 30 deadline of submission of H&MIS data to CHED.

Final Step/Recommendation:

Prepared by:

B. S. BELMAS
Unit Head

Conforme:

LORNA B. ABAMO

Name of Ratee Faculty/Staff

UNITED STATES DEPARTMENT OF JUSTICE

Office of the Inspector General
Washington, D.C. 20535

Enclosed for the Inspector General are:

1. A copy of the report of the

Inspector General dated 10/1/80.

2. A copy of the report of the

Inspector General dated 10/1/80.

3. A copy of the report of the

Inspector General dated 10/1/80.

4. A copy of the report of the

Inspector General dated 10/1/80.

5. A copy of the report of the

Inspector General dated 10/1/80.

6. A copy of the report of the

Inspector General dated 10/1/80.

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