#### 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)				
Numerical Rating per IPCR	4.97	4.97 x 70%	3.48				
Supervisor/Head's assessment     of his contribution towards     attainment of office     accomplishments	4.92	4.92 x 30%	1.48				
TOTAL NUMERICAL RATING							

TOTAL NUMERICAL RATING: Add: Additional Approved Points, if any:	4.96
TOTAL NUMERICAL RATING:	4.96
ADIFCTIVAL RATING:	0

Prepared by:

LORNĂ B. ABAMO Name of Staff

Reviewed and Approved:

BEATRIZ S. BELONIAS
Vice President for Instruction

# COMPETATION OF FRALL INDIVIDUAL RALING FOR ADDITISTRATIVE STAFF

Equivalent Ngaerical Raning (25.2)	Hengaloga Weight 7070 - 1 (3)	lauremaki Ligarică (2)	Particulars.
84.4	6.97 x 79%	No.	1 Promerica Karing per Puit. 2: Supervisoriblead : assessment
87.1	8002 x 100 h		of his contribution reveals at a stage of a
24.1	ROAL BATENG	126V. 387 (1.5.1853)	

TOČAL NUMERICAL RATINO: Add. Addidokljappovog Homk (Pony

TOTAL MUNICIPALITY (AT INC.)

ADJECTIVAL RATING

Prepared by:

LORAN E SERVICE Nabe of Sian

Reviewed and Approved

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#### 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 n accordance with the indicated measures for the period January - June 2018...

Ratee

Approved: BEATRIS S. BELONIAS

VP, instruction

							Ratin	g		
MFO No.	MFO Description	Success/ Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishme nt	Quality	Efficiency	Timeliness	Average	Remark(s)
UMFO 1: Ad	vanced Education Services									
OVPI MFO 1.	<b>Graduate Degree Program Manager</b>	ment Services								
	Pl 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. Hig	her Education Services									
OVPI MFO 1.	<b>Curriculum Program Management S</b>	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 Service				_		_			
	PI 1: Number of faculty recruited/hire standards	ed aligned with ISO	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		Coordinates the Teaching Performance Evaluation by students	60%	100%	5	5	5	5.00	
	very satisfactory rating in 50% of th	•	(TPES) of the university  Monitors the progress of the TPES in the university	70%	100%	5	5	5	5.00	
OVPI MFO 5.	<b>Guidance and Counseling &amp; Suppo</b>					_		_		
	PI 2: Number of students who have		Facilitates request of students in their change of curriculum	75%	100%	5	5	5	5.00	
1	neral Administration and Support Se									
OVPI MFO 1.	Administrative and Facilitative Serv		Maniferent colonication of the populational to add for the place received	700/	100%	5	5	5	5.00	
	PI 1: Number of colleges, departmen	• •	Monitors submission of the actual teaching load for the class rooster	70%	100%	5	Э	5	5.00	1
	supervised, monitored & coordinated		of the Registrar's office & for the TPES  Monitors submission of IFW in determining balance of workload of	80%	100%	5	5	5	5.00	
			the department  Data automation of the individual faculty workload for CHED data elements	70%	98%	5	5	5	5.00	

							Ratin	g		
MFO No. MFO Description Success/ Performance Indicator (PI)		Performance	Task Assigned Targe		Actual Accomplishme nt	a a	Efficiency	Timeliness	Average	Remark(s)
			Reviews IFW & countersign for approval of workload by VP for Instruction	80%	100%	5	5	5	5.00	
	PI 8: Percentage of faculty evaluated by their students		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  Best practices/new initiatives		frontline service	Provided dat to offices who needs like: accreditation, NBC,etc  Summary of Workload:  This guides the department head in obtaining a balance of workload	80%	100%	5	5	5	5	

Through the summary of workload, the department head can determine whether the faculty in the department is now over loaded and an

The summary of workload is also the basis in the computation of the compensatory day off of the faculty who are in VSL status.

For this NBC 7th cycle, the summary of workload is one of the proof that the faculty was able able claim points for their NBC.

This is also often referred by the accrediting group everytime the university is subjecting for accreditation.

#### **Teaching Performance Evaluation:**

TPES facilitators are appointed with an appointment letter from the VP instruction.

TPES facilitators are oriented every semester of the task especially to those who are newly appointed.

All filled up TPES form from the four external campuses are brought to OVPI for encoding.

Individual folder for TPES results are established and are kept at OVPI. Copy of their results are given to the faculty through their department

#### **Summary of Rating:**

This is used by the heads in coaching his/her faculty in his/her teaching performance.

This is also used as one of the basis whether the faculty is potential for renewal or not.

This is also used as one of the proof of the faculty who has claim in his/her NBC.

This is also often referred by the accrediting group in seeing the performance of the faculty everytime the university is subjecting for

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:** 

**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 Admin Aide IV

LORNA B. ABAMO Position:

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

<b>A.</b> (	Commitment (both for subordinates and supervisors)		;	Scale	<del></del>	
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	3	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.	(3)	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	<b>(3)</b>	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					
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	1,-			- 1
	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					

Overall recommendation

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### **PERFORMANCE MONITORING & COACHING JOURNAL**

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Name of Office: **OVPI** 

**Head of Office: BEATRIZ S. BELONIAS** 

Number of Personnel: Lorm B. Abams

A -1111				
Activity Monitoring	Mee	 Memo	Others (Pls. specify)	Remarks
Monitoring	One-on-One  Disour with  Stap on the  problem y  unicompelle  submissin y  five of Report of  Actual Tench  loods by  famely and  that she  should strate  to encourage of  to submission on the		Specify	Thyronement in the submissions we observed enably to comply with HEMIS data submission: to comply some submission: to comply some submission.
Coaching	Strategies mad suggested and deadlines mad set			

ote: Please indicate the date in the appropriate box when the monitoring was conducted.						
Conducted by:   Conducted by:   Conducted by:   Below below by:   Below by:	Noted by:					
Immediate Supervisor	Next Higher Supervisor					

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## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LORNA B. ABAMO Performance Rating:		
Aim: To improve parformance in the monitoring of FWL submit	aubmiss Uz	
Proposed Interventions to Improve Performance:		
Date: August 2, N/8 Target Date: August 18, N/8		
First Step: Track department or unifs who do not gubried wax FWL on time or before Sept. 15 y every of	n	
Result:  Deling nent units identified and tracked		
Date: Spit Jugust 20, 20/8 Target Date: Sqit 15, 2018		
Next Step:		
Next Step:  More frequent reminders than IP and frequent personal follow-ups in concerned departments.		
Outcome: Improvement in the FWL submission maker VSU able to head the Sept 20 deadline of submission of HEMIS data	7	
Final Step/Recommendation:		
Prepared by:  B. 5. BELOWAS  Unit Head		
Conforme:		
Name of Ratee Faculty/Staff		

Translation of the commentation of the comment

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TER E. KERP

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