

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

(July – December 2016)

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	4.96	4.96 x 70%	3.47
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	<u>4.67</u>	<u>4.67</u> x 30%	<u>1.40</u>
TOTAL NUMERICAL RATING			<u>4.87</u>

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

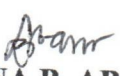
TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

4.87
0.05
~~4.87~~ 4.92 16/6
0

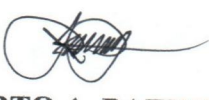
Prepared by:

Reviewed by:

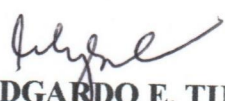

LORNA B. ABAMO
Name of Staff


BEATRIZ S. BELONIAS
Department/Office Head

Recommending Approval:



REMBERTO A. PATINDOL
Chairman, PMT

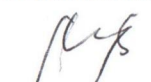
Approved:


EDGARDO E. TULIN
President

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 targets in accordance with the indicated measures for the period **July to December 2016**.


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
						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	
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	300 faculty	449 Faculty	5	5	5	5	
UMFO 5. Support to Operations (STO)										
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 if there documents that are lacking for compliance	75%	95%	5	5	5	5	
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%	95%	5	5	5	5	
				Monitors the progress of the TPES in the university	60%	95%	5	5	5	5
OVPI MFO 5. Guidance and Counseling & Support to Students Services		PI 2: Number of students who have availed of guidance and	Facilitates request of students in their change of curriculum	75%	100%	5	5	5	5	
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	20 dept	32 Depts; 4 research units & 4 Satellite camous	5	5	5	5	
				Monitors submission of IFW in determining balance of workload of the department	300 faculty	449 Faculty	5	5	5	5

MFO No.	MFO Description	Success/ Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishme nt	Rating				Remark	
						Quality	Efficiency	Timeliness	Average		
OVPI MFO 2. Frontline Services	PI 8: Percentage of faculty evaluated by their students		Data automation of the individual faculty workload for CHED normative financing; Summarize workload for	300 faculty	449Faculty	5	5	4	4.67		
			Reviews IFW & countersign for approval of workload by VP Instruction	300 faculty	449 Faculty	5	5	5	5		
	PI 1. Efficient and customer-friendly frontline service Best practices/new initiatives		Facilitate the evaluation	60%	100%	5	5	5	5		
			Encode the filled up evaluation forms	60%	95%	5	5	4	4.67		
			Provide services to clients by providing data being requested	0	5	5	5	5	5		
			Drafting of obervation letter for the dept heads regarding the workload of their dept/unit so that the faculty has balance distribution of their trilogy of function (Instruction, research & production)		32 Depts; 4 research units & 4 Satellite camous	5	5	5	5		
			Facilitated in the Instruction Review & Faculty Development Review	0	8 Colleges(main Campus) 4 Sat. Campus	5	5	5	5		
		Total Over-all Rating					75	75	73	74.33	
		Average Rating					5.00	5.00	4.87	4.96	
		Adjectival Rating									


Received by:

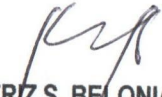
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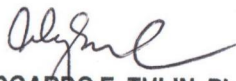
Recommending Approval:

Approved:


REDEMPAL L. SORIA
 Planning Office
 Date: _____


REMBERTO A. PATINDOL, Ph.D
 Chairman, PMT
 Date: _____


BEATRIZ S. BELONIAS, Ph.D
 Vice Pres. for Instruction
 Date: _____


EDGARDO E. TULIN, Ph.D
 President
 Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July –December 2016

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		56 = Ave: 4.67				
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