

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Lorna B. Abamo

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.63	70%	3.24
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.50
TOTAL NUMERICAL RATING			4.74

TOTAL NUMERICAL RATING: 4.74
 Add: Additional Approved Points, if any: 0
 TOTAL NUMERICAL RATING: 4.74
 FINAL NUMERICAL RATING 4.74
 ADJECTIVAL RATING: Outstanding

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

Prepared by:


LORNA B. ABAMO
 Name of Staff


Reviewed by:


CHARLINDO S. TORRIOR
 Head. Department of Meteorology

Recommending Approval:


ROBERTO C. GUARJE
 Dean, College of Engineering and Technology

Approved:


BEATRIZ S. BELONIAS
 VP, Instruction



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LORNA B. ABAMO, an administrative staff of the DEPARTMENT OF METEOROLOGY commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2019.

Lorna B. Abamo
LORNA B. ABAMO

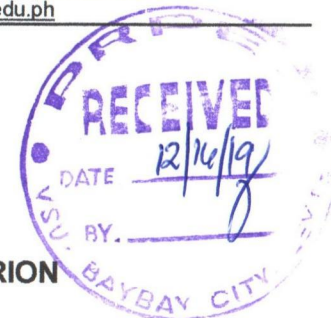
Ratee

Date:

Charlindo S. Torrior
CHARLINDO S. TORRIOR

Department Head

Date: *October 15, 2019*



Date: 000-00-00

MFO No.	MFO & PAPS/Description	Success/Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishments	Rating				Remark(s)	
						Quality	Efficiency	Timeliness	Average		
OVPI MFO 1. Curriculum Program Management Services											
	PI 1: Total FTE Monitored	Computes FTE of the faculty in the Dept		1.00	1.00	5.00	5.00	4.00	4.67		
UMFO 6.	GENERAL ADMINISTRATION & SUPPORT SERVICES										
	MFO 1. Administrative and Facilitative Services										
		PI7. Number of office supplies purchased	Preparation of Purchase Request	Prepared PR and follow up for timely delivery of office supplies	2	3	4.0	5.0	4.0	4.33	
		Prepares & Submits Documents to requiring offices	Preparation of documents	Prepared documents for submission to offices requiring such documents: i.e. workloads, teaching load, renewal, PPMP and others that are asked for submission as a department	20	52	5.0	4.0	4.0	4.33	
		Making of communications	Drafting of communication, i.e. letters	Drafting, finalizing & printing of communication for signature of the Dept Head	3	7	4.0	5.0	5.0	4.67	
		Number of evaluation conducted and results submitted to OVPI	Evaluation Facilitator	Evaluation Facilitator	10	15	5.0	5.0	5.0	5.00	
		Number of copies reproduced in reproduction of instructional materials	Reproduction of Exams of the subjects handled by the head of DMet	Printing of exams	200	300	5.0	5.0	5.0	5.00	
	MFO 2. Student Management Services										
	Number of hours devoted for assisting student	Assist instructors and students	Preparation of documents needed	2	3	4.00	5.00	5.00	4.67		
	Number of in-house seminars/trainings/workshops/reviews conducted/attended	Attendance to training organized by VSU	Attendance and participation	1	3	5.00	5.00	4.00	4.67		

Control No. 173

MFO No.	MFO & PAPS/Description	Success/Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishments	Rating				Remark(s)
						Quality	Efficiency	Timeliness	Average	
	MFO 2. Frontline Services									
	PI 1. Efficient and customer-friendly frontline service	Frontline Service	Serving of the Clientele/customer	One complain from Clientele	zero complain from clients served	4.0	5.0	4.0	4.33	
	PI 2. Additional Outputs/Best									
	Facilitate in the Youth Conference on	Facilitation	Facilitates the conference							
	Number of students given certificates for attendance of training		Preparation of certificates							
	Attended International Training in Gottingen, Germany on May 2019	Participant	Participates during training							
	Facilitate in the establishing of the physical set-up of the administrative	Coordinate with the COE laborers	Setting up of the physical set up of administrative office of DMet							
Total Points						41.0	44.0	40.0	4.63	
Total Over-all Rating						125.00				
Average Rating						4.63				
Adjectival Rating						Outstanding				

Average Rating (Total Over-all rating divided by 27)		4.63
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.63
ADJECTIVAL RATING		O

Comments & Recommendations for Development Purpose:
Should attend meteorology and disaster/risk prevention trainings and workshops to enhance skills in the facilitation of department-based extension programs in the future.

Evaluated & Rated by:

CHARLINDO S. TORRION
Dean, College of Engineering
Date: _____

Recommending Approval:

ROBERTO C. GUARTE
Dean, College of Engineering & Technology
Date: _____

Approved:

BEATRIZ S. BELONIAS
VP, Instruction
Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2019Name of Staff: LORNA B. ABAMOPosition: Administrative Staff

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		60				
B. Leadership & Management (For supervisors only to be rated by higher supervisor) – not included		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	20				
Average Score	60 = 5				

Overall recommendation : _____


CHARLINDO S. TORRION
 Head, Department of Meteorology

EMPLOYEE DEVELOPMENT PLAN

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

Aim: To improve facilitation in setting the physical set up of the admin office of the Department of Meteorology in the College of Engineering Annex building.

Proposed Interventions to Improve Performance:

Date: June 3, 2018 Target Date: June 28, 2018

First Step:

Visit other academic departments especially in the College of Engineering how they set up their admin office physically.

Result:

Physical set up of other departments under the college were noted and adopted in the set-up of the admin office of the Department of Meteorology

Date: July 2, 2019 Target Date: July 18, 2019

Next Step:

Signage needed to set up the admin office were prepared and printed following the standard format of the college.

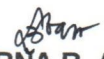
Outcome: The admin office of the Department of Meteorology is now functional.

Final Step/Recommendation: None

Prepared by:


CHARLINDO S. TORRION
Head, Department of Meteorology

Conforme:


LORNA B. ABAMO
Name of Ratee /Staff