



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Felix C. Abanera (Jul-Dec 2022)

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.20	70%	2.94
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.166	30%	1.2498
TOTAL NUMERICAL RATING			4.1898

TOTAL NUMERICAL RATING: 4.1898

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.1898

FINAL NUMERICAL RATING 4.1898

ADJECTIVAL RATING: Satisfactory

Prepared by:

FELIX C. ABANERA
Name of Staff

Reviewed by:

CHARLIE S. ANDAN
Head, Department of Meteorology

Recommending Approval:

JANNET C. BENCURE
Dean, College of Engineering & Technology

Approved:

BEATRIZ S. BELONIAS
Vice President, Academic Affairs



1/F Annex Engineering Building
Visca Baybay City, Leyte, PHILIPPINES
Email: meteorology@vsu.edu.ph
Website: www.vsu.edu.ph

I, **FELIX C. ABANERA**, admin staff of the **Department of Meteorology**, College of Engineering & Technology, 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-Dec 2022.

Approved:

FELIX C. ABANERA

Administrative Aide III

Date: Jan. 3. 2023

CHARLIE S. ANDAN

Head, DMet

Date: Jan 4, 2023

JANNET C. BENCURE


Dean, CET

Date: 1/10/23

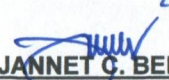
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PI 1. Efficient and customer-friendly frontline service										
Acted as alternate front line service person in times when the main frontliner was not around		Staff	100%	80%		4	4	4	4.00	
Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *										
Total Over-all Rating									21.00	
Average Rating									4.20	
Adjectival Rating									VS	
Comments & Recommendations for Development Purposes Mr. Abanora is doing an excellent job in maintaining the cleanliness of our office, classrooms, and vicinity. It would also be a great opportunity if he will be given an opportunity to attend a training (international / national level)										

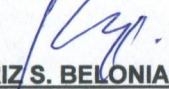
Evaluated and Rated By:


CHARLIE S. ANDAN
 Head, DMet
 Date: Jan 6, 2023

Recommending Approval:


JANNET C. BENCURE
 Dean, CET
 Date: _____

Approved By:


BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2022

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		50				

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		22				
Average Score		4.466				

Overall recommendation : Nothing, just keep up the good work


CHARLIE S. ANDAN
 Head, Department of Meteorology

EMPLOYEE DEVELOPMENT PLAN
July - December 2022

Name of Employee: Felix C. Abanera
Performance Rating:

Aim: To be an effective implementer of the ISO 9001:2015 Quality procedures and assist in the implementation of the new OBEdized four (4) year BSMet degree program.

Proposed Interventions to Improve Performance:

Date: July 2022

Target Date: December 2022

First Step:

- Monitoring and coaching on the implementation of ISO 9001:2015 quality procedures
- Re-orientation on the Outcomes-Based Education principles, provisions of the new Policies, Standards, and Guidelines in the offering of the BSMet curriculum.

Results:

- Mr. Abanera is able to monitor the compliance of Outcomes-Based Teaching and Learning (OBTL) Syllabi for the second semester SY 2021-2022 and first semester SY 2022-2023.
- He is able to perform his duties and responsibilities as staff of the Department of Meteorology particularly in the implementation of ISO Quality Procedures.

Next Step:

- Continued monitoring and coaching on his duties and responsibilities in the department

Outcomes:

- Program compliance to CMO No. 97, series of 2017
- Consistent implementation of ISO Quality Procedures applicable to the department

Final Steps / Recommendations:


- Mr. Abanera will be continuously recommended for trainings and seminars to strengthen her competencies and qualifications.

Prepared by:


CHARLIE S. ANDAN

Head, Department of Meteorology

Conforme:


FELIX C. ABANERA
Admin Staff