



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
January – June 2023

Annex P

Name of Administrative Staff: LORNA B. ABAMO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.67	70%	3.27
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.91	30%	1.473
TOTAL NUMERICAL RATING			4.74


TOTAL NUMERICAL RATING: 4.74
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.74

FINAL NUMERICAL RATING 4.74

ADJECTIVAL RATING: Outstanding


Prepared by:

Reviewed by:

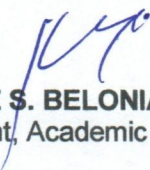

LORNA B. ABAMO
Name of Staff


CHARLIE S. ANDAN
Department/Office Head

Recommending Approval:


JANNET C. BENCURE
Dean, CET

Approved:


BEATRIZ S. BELONIAS
Vice President, Academic Affairs



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF METEOROLOGY

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"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LORNA B. ABAMO, Administrative staff of the DEPARTMENT OF METEOROLOGY commit to the deliver and agree to be rated on the attainment of the following ^{accomplishments} ~~targets~~ in accordance with the indicated measures for the period January - June 2023.

Approved:

Abamo
LORNA B. ABAMO
Administrative Aide VI
Date: 7-5-23


Charlie S. Andan
CHARLIE S. ANDAN
Head, DMet
Date: 06 July 2023

Janet C. Bencure
JANNET C. BENCURE
Dean, CET
Date: 7/6/23


MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Qty	Efficiency	Timeliness	Ave.	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Prepares Actual Teaching Load and Individual Faculty Workload as basis in computing the FTE of the faculty	3	8	5	5	4	4.67	1- ATL; 1 Proj. IFW; 6 IFW
UMFO 3 . RESEARCH SERVICES										
UMFO 4. EXTENSION SERVICES										
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and Institutional Accreditation Services									
	PI 8.Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Checks documents submitted to and received from other offices whether it is ISO compliant.	100% compliance	100% complied	4	5	5	4.67	QMS portal is already used for ISO standard

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Qty	Efficiency	Timeliness	Ave.	
		COPC for the BS	Upload supporting documents to	100%	40% complied	4	5	5	4.67	
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from	A 46. Customer friendly	Facilitates clients coming to the	zero	zero complaint	5	5	5	5.00	
	PI 3: Additional Outputs	A 48. Other outputs implementing the new normal due to Covid 19	Continued putting of signages to remind clients not to ignore the health protocol to prevent the spread of virus		6	5	5	4	4.67	Signages are put up outside & inside the DMet admin office for reminders in observance of the health protocol due to Covid 19 even if classes is already face-to-face.
		Number of documents attended and served	Drafts / finalize communications and other kinds of reports	10	71	4	5	5	4.67	Control numbers are assigned to all documents that comes out from the office for submission using the HRIS platform
		Number of OPCR and IPCR prepared and submitted	Facilitates the faculty and staff in making and submission of	10	14	5	4	5	4.67	2 OPCR (accomplishments & Target); 6 IPCR accomplishment; 6 IPCR target
		Number of PPMP and PR	Make PPMP and PR using the	1	5	5	5	4	4.67	4 PPMP (GAA & STF) 8 PRS
		Number of meetings attended/facilitated	Attend department, CET and other committee meetings	6	12	5	4	5	4.67	Dept Monthly meeting; CET dDRC meeting; CET meeting; AdPA Board meeting
		Number of Committee involvement			3	5	4	4	4.33	dDRC, CET & DMet com, AdPA BOD
Total Over-all Rating									46.67	Comments & Recommendations for Development Purposes <i>Recommend for trainings and seminars to strengthen competencies.</i>
Average Rating									4.67	
Adjectival Rating									O	

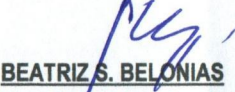
Evaluated and Rated By:


CHARLIE S. ANDAN
 Head, DMet
 Date: 06 July 2023

Recommending Approval:


JANNET C. BENCURE
 Dean, CET
 Date: 7/10/23

Approved By:


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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2023

Name of Staff: Lorna B. Abamo

Position: Admin Aide VI

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	57/12 = 4.91				
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 :	Recommend for trainings and seminars to strengthen competencies				


CHARLIE S. ANDAN
 Head, DMet

EMPLOYEE DEVELOPMENT PLAN
January – June 2023

Name of Employee: Lorna B. Abamo
Performance Rating: _____

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

Proposed Interventions to Improve Performance:

Date: January 2023

Target Date: December 2023

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:

- Ms. Abamo is able to monitor the compliance of Outcomes-Based Teaching and Learning (OBTL) Syllabi for the second semester SY 2022-2023 and first semester SY 2023-2024.
- She is able to perform her 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 her 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:

- Ms. Abamo will be continuously recommended for trainings and seminars to strengthen her competencies and qualifications.

Prepared by:


CHARLIE S. ANDAN
Head, Department of Meteorology

Conforme:


LORNA B. ABAMO
Admin Staff