

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
(July – December 2018)

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	4.97	4.97 x 70%	3.48
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	4.92 x 30%	1.48
TOTAL NUMERICAL RATING			4.96


TOTAL NUMERICAL RATING: 4.96

Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING: 4.96

ADJECTIVAL RATING: 0

Prepared by:


LORNA B. ABAMO
Name of Staff

Reviewed and Approved:


BEATRIZ S. BELONIAS
Vice President for
Instruction

1940

THE UNITED STATES OF AMERICA
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

WYOMING

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R. 10 E.

Section 17
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Section 18
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Section 19
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
Section 30
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Section 31
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Section 32
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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 in accordance with the indicated measures for the period **July-December 2018**.


LORNA B. ABAMO
 Ratee


 Approved: **BEATRIS S. BELONIAS**
 VP, instruction

MFO No.	MFO Description	Success/ Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark(s)
						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	5.00	
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	80%	100%	5	5	5	5.00	
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%	100%	5	5	5	5.00	
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%	100%	5	5	5	5.00	
			Monitors the progress of the TPES in the university	70%	100%	5	5	5	5.00	
OVPI MFO 5. Guidance and Counseling & Support to Students Services										
	PI 2: Number of students who have availed of guidance and counseling services		Facilitates request of students in their change of curriculum	75%	100%	5	5	5	5.00	
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 rooster of the Registrar's office & for the TPES	70%	100%	5	5	5	5.00	
			Monitors submission of IFW in determining balance of workload of the department	80%	100%	5	5	5	5.00	

UNITED STATES DEPARTMENT OF AGRICULTURE

Report of the Secretary of Agriculture on the subject of the condition of the agriculture of the United States in 1907.

Published by the Government Printing Office, Washington, D. C., 1908.


Crops	Area	Production	Value	Consumption	Export	Import
Wheat	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Corn	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Soybeans	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Cotton	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Rice	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Barley	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Oats	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Clover	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Hay	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Sugar	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Tobacco	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Fruit	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Vegetables	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Lumber	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Minerals	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Manufactures	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Total	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000

	Encoding for the updates of the individual faculty workload for CHED data elements	70%	95%	5	5	4	4.67
	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%	85%	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	Provides immediate services to clients who needs data ralated to faculty workload & evaluation	50%	100%	5	5	5	
Best practices/new initiatives							
Total Over-all Rating				65	65	64	59.67
Average Rating (total Over-all rating divided by 4)		4.97		Comments & Recommendations for Development Purpose: Follow up more personally submission of FWL			
Additional Points:							
Approved Additional points (with copy of approved)		-					
FINAL RATING		4.97					
ADJECTIVAL RATING		Outstanding					

Evaluated & Rated By:


BEATRIZ S. BELONIAS, Ph.D
 Unit Head
 Date _____

Approved:


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

looking for
"Comments & Recommendations"

Instrument for Performance Effectiveness of Administrative Staff
Rating Period: July-December 2018

Name of Staff _____ 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

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		51 = 4.25				
B. Leadership & Management (For supervisors only to be rated by higher supervisor)		12 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
BEATRIZ S. BELONIAS
 VP, Instruction

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY

RECEIVED

TO THE DIRECTOR OF THE UNIVERSITY OF CHICAGO
FROM THE DEPARTMENT OF CHEMISTRY

RE: [illegible]

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[illegible]

[illegible]

[illegible]

EMPLOYEE DEVELOPMENT PLAN

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

Aim: To improve performance in the monitoring of FWL submission by faculty

Proposed Interventions to Improve Performance:

Date: July Target Date: December 2018

First Step: Track departments or units who do not submit FWL on time or before Sept. 15 of every year

Result: Delinquent units identified & tracked

Date: Aug. 30, 2018 Target Date: Sept. 15, 2018

Next Step:

More frequent reminders throug IP and frequent personal follow-up in concerned depts.

Outcome: Improvement in the FWL submissions making Vsu able to meet the deadline of submission of HEMU date to CHED

Final Step/Recommendation:

Prepared by:

Dr. BEATRIZ S. BELONIAS
Unit Head

Conforme:

LORNA B. ABAMO
Name of Ratee Faculty/Staff

10/10/44

RECEIVED - 10/10/44

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PERFORMANCE MONITORING & COACHING JOURNAL

(Lorna B. Abamo)
July – December 2018

	1st	Q U A R T E R
	2 nd	
	3 rd	
	4th	

Name of Office: OVPI

Head of Office: BEATRIZ S. BELONIAS

Number of Personnel: _____

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	One-on-one meeting to monitor performance				Performance improved
Coaching	One-on-one coaching to improve performance				Performance improved

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

[Signature]
Immediate Supervisor

Noted by:

Next Higher Supervisor

PARTIAL RECORD OF THE (Name of Person) for the year 1914

1	1st	
2	2nd	
3	3rd	
4	4th	
5	5th	
6	6th	
7	7th	
8	8th	

Name of Person		Address		Occupation		Religion		Political Party		Social Status	
John Doe		123 Main St.		Farmer		Methodist		Republican		Middle Class	
Jane Doe		123 Main St.		Homemaker		Methodist		Republican		Middle Class	
Mary Doe		123 Main St.		Teacher		Methodist		Republican		Middle Class	
Robert Doe		123 Main St.		Blacksmith		Methodist		Republican		Middle Class	
Elizabeth Doe		123 Main St.		Homemaker		Methodist		Republican		Middle Class	
Thomas Doe		123 Main St.		Farmer		Methodist		Republican		Middle Class	
Margaret Doe		123 Main St.		Homemaker		Methodist		Republican		Middle Class	
William Doe		123 Main St.		Farmer		Methodist		Republican		Middle Class	
Ann Doe		123 Main St.		Homemaker		Methodist		Republican		Middle Class	

This record was prepared by the local committee on the basis of the information furnished by the persons named above.
 It is not intended to be a complete record of the lives of the persons named above, but only a partial record of their lives.
 The names of the persons named above are given in alphabetical order of their surnames.
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