



## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

### Annex P

Rating Period: July-December 2023  
Name of Administrative Staff: Felix C. Abanera

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	3.40	70%	2.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
TOTAL NUMERICAL RATING			3.75

TOTAL NUMERICAL RATING: 3.75

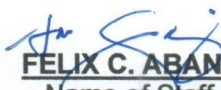
Add: Additional Approved Points, if any:  
TOTAL NUMERICAL RATING: 0000

FINAL NUMERICAL RATING 3.75

ADJECTIVAL RATING: Satisfactory


Prepared by:

Reviewed by:


  
**FELIX C. ABANERA**  
Name of Staff

  
**CHARLIE S. ANDAN**  
Department/Office Head

Recommending Approval:

  
**JANNET C. BENCURE**  
Dean/Director

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President, Academic Affairs



DEPARTMENT OF  
**METEOROLOGY**

### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

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-December 2023.

**Approved:**

**FELIX C. ABANERA**  
Administrative Aide III  
Date: 1-15-24

**CHARLIE S. ANDAN**  
Head, DMet  
Date: 1-18-24

**JANNET C. BENCURE**  
Dean, CET  
Date: 1/17/29

[illegible]



	<b>PI 1. Efficient and customer-friendly frontline service</b>								
	<i>Acted as alternate front line service person in times when the main frontliner was not around</i>	Staff	100%	60%		3	3	4	3.33
	Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *								
<b>Total Over-all Rating</b>									17.00
<b>Average Rating</b>									3.40
<b>Adjectival Rating</b>									S
<b>Comments &amp; Recommendations for Development Purposes</b>									
<p><i>Recommend to attend trainings relevant to his job</i></p>									

Evaluated and Rated By:

CHARLIE S. ANDAN  
Head, DMet  
Date: 1-15-24

Recommending Approval:

JANNET C. BENCURE  
Dean, CET  
Date: 1/17/24

Approved By:

BEATRIZ S. BELONIAS  
Vice President for Academic Affairs  
Date: 1/22/24





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2023

Name of Staff: Felix C. Abanera

Position: Admin Aide III

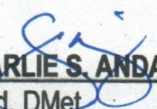
**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

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	55				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	4.58				
Overall recommendation	: Maintain Work-Life Balance				

  
**CHARLIE S. ANDAN**  
 Head, DMet



**EMPLOYEE DEVELOPMENT PLAN**  
**July-December 2023**

Name of Employee: Felix C. Abanera  
Performance Rating:

**Aim:** To be an effective implementer of the ISO 9001:2015 Quality procedures.

**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

**Results:**

- 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:**

- 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 his competencies and qualifications.

Prepared by:

  
**CHARLES S. ANDAN**  
Head, Department of Meteorology

Conforme:

  
**FELIX C. ABANERA**  
Admin Staff