



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **FELIX C. ABANERA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.25	70%	2.975
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.425
TOTAL NUMERICAL RATING			4.4

TOTAL NUMERICAL RATING: 4.4


Add: Additional Approved Points, if any: 0

TOTAL NUMERICAL RATING: 4.4

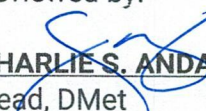
FINAL NUMERICAL RATING 4.4

ADJECTIVAL RATING: Very Satisfactory

Prepared by:


FELIX C. ABANERA
Name of Staff

Reviewed by:


CHARLIE S. ANDAN
Head, DMet

Recommending Approval:


JANNET C. BENCURE
Dean, CET

Approved:


ROTACIO S. GRAVOSO
VP for Academic Affairs






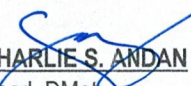
"Exhibit B"

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 January - June 2024.

Approved:


FELIX C. ABANERA
Administrative Aide III
Date: 7-17-24


CHARLIE S. ANDAN
Head, DMet
Date: 7-17-24


JANNET C. BENCURE
Dean, CET
Date: 7-22-24

MFO and PAPs		Success Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be
						Q ¹	E ²	T ³	A ⁴	
MFO 6	General Admin. & Support Services (GASS)									
	MFO 1. Administrative and Facilitative									
	PI7. Number of documents brought and followed up to and from other offices in VSU									
		Messengerial Services	Submission of documents to offices	100	50	4	4	4	4	
	PI 3: Additional Outputs									
			Attendance to meetings	12	3	4	4	4	4	
			Helped in facilitating	12	6					

		Efficient & effective janitorial services by maintaining the cleanliness of the DMet office.	100%			4	5	5	4.67	
	MFO 2. Frontline Services									
	PI 1. Efficient and customer-friendly frontline									
		Acted as alternate front line service person in times when the main frontliner was not around	100%			4	4	4	4	
	Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *									
	Total Over-all Rating									17

Average Rating (Total Over-all rating divided by n)	4.25
Additional Points:	0
Approved Additional points (with copy of approval)	0
FINAL RATING	4.25
ADJECTIVAL RATING	Very Satisfactory

Comments & Recommendations for Development Purpose: He is a very reliable workmate. However, it is best if he make himself available most of the time as the messenger of the department in order to make all department related transactions fast and smooth. He always come to the office early and making sure that the DMet Office, Lawn and Classrooms are clean and in order. Great work.

Evaluated and Rated By:

CHARLIE S. ANDAN
Head, DMet
Date: 7-17-24

Recommending Approval:

JANNET C. BENCURE
Dean, CET
Date: 7-22-24

Approved By:

ROTACIO S. BRAVOSO
Vice President for Academic Affairs
Date: 7-31-24

PERFORMANCE MONITORING & COACHING JOURNAL
January - June 2024

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

Name of Office: Department of Meteorology
Head of Office: Charlie S. Andan
Number of Personnel: 4 Faculty & 3 Admin Staff

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
<ul style="list-style-type: none">Monitoring of faculty of their deliverables such as submission of Syllabus, TOS, VCs, grade of their students, class roster, other deliverables, and academic advising.Monitoring of faculty with regards in their delivery of different learning methods in	<ul style="list-style-type: none">Faculty assigned to specific subject is asked on the progress of their deliverables	<ul style="list-style-type: none">Faculty & staff discuss during monthly & special meeting	<ul style="list-style-type: none">DMet MemorandumCET MemorandumOP & VPAA Memo or Memorandum Circular	<ul style="list-style-type: none">Notices of MeetingEmail Communication	<ul style="list-style-type: none">Syllabus and TOS are submitted to ODIE and copy of which are filed at the officeFaculty are observed in their classesdDRC is completely following the university ISO standards. All dDRC in the college practice the monthly

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<p>their assigned subjects for the students to learn</p> <ul style="list-style-type: none">Monitoring of admin staff of their respective work assignment such as the dDRC of the department, cleanliness & orderliness of the areas assigned to the department					<p>meeting to discuss matters in relation to their function</p> <ul style="list-style-type: none">Admin office, laboratory, class rooms & other areas assigned to the department are well maintained
Coaching					
<ul style="list-style-type: none">Coaching of the faculty with regards to the forms to use in preparing syllabus, TOS and in making of communication	<ul style="list-style-type: none">Cascading of forms and instruction through Gmail chatAssigned a regular faculty member (or senior faculty member) to coach newly hired faculty.	<ul style="list-style-type: none">During monthly and special meeting of the department	<ul style="list-style-type: none">CET MemorandumOP & VPAA Memo or Memorandum CircularUDRC Memo	<ul style="list-style-type: none">Email Communication	

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

Conducted by:

CHARLIE S. ANDAN
 Head, Department of Meteorology

Noted by:

JANNET C. BENCURE
 Dean, College of Engineering & Technology

**TRACKING TOOL FOR
January – June 2024**

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Wk	2 nd Wk	3 rd Wk	4 th Wk	
MFO I. Higher Education Services								
PI 5: Total FTE, coordinated, implemented, and monitored	1. Preparation of projected faculty workload and actual teaching load for correction by the concerned faculty and submission to OVPAA	Department Head Lorna B. Abamo	Within January and one week after the regular classes for that semester		X			Performed
	2. Preparation of the Individual Faculty Workload for correction of the concerned faculty and submission to OVPAA	Lorna B. Abamo	January 2024			X		Performed
	3. Submission of the Actual Teaching Load and Individual Faculty Workload to OVPAA	Felix C. Abanera	January for Actual Teaching Load and IFW		X			Performed
	4. Computes FTE based on the approved Individual Faculty Workload of the faculty	Lorna B. Abamo	Within January (as soon as OVPAA returns the Individual Faculty Workload to the department)				X	Performed
PI 8: Number of students advised	1. Monitor faculty for their academic & organizational advising	Academic Advisers and organizational advisers: RB Labisores; CS Lor	Within the semester of this rating period			X		Performed

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Wk	2 nd Wk	3 rd Wk	4 th Wk	
		; RLG Gonzaga & CS Torrion						
MFO 3. Research Services								
PI 5. Percent of research proposals approved	1. Proposals submitted to OVPREI 2. Implementation of the approved research programs	Mr. CS Andan (Project LIHUC proposal) Mr. CS Torrion (Development of a coupled geotechnical-hydro-meteorological framework in the analysis and risk management of soil slope and embankment failures in Leyte, Philippines)	Implemented	x	x	x	x	Submitted proposal to OVPREI Annual Report for submission to OVPREI
MFO 4. Extension Services	1.							
MFO 5 PI 5: Percentage of faculty rated by students with at least a very satisfactory rating in 50% of the subjects evaluated	1. Faculty members evaluated (online) in the subjects taught by the students, including the head of the Department	c/o OIMD	As scheduled by OIMD					TPES implementation
MFO 6 General Admin. & Support Services (GASS)								
PI 1. Submission of Department PPMP for the following year	1. Prepares & submits PPMP & PR to BAC (online)	Lorna B. Abamo	January – June 2024	X				Performed

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Wk	2 nd Wk	3 rd Wk	4 th Wk	
within the deadline as prescribed by BAC								
PI 2. Zero percent of complaints from clients served	2. Facilitate & Assist students & other stakeholders who came to the department	Faculty & Staff of DMet	January - June 2024	x	x	x	x	Performed
PI 3. Number of coaching sessions among faculty & staff	1. Coaching with the faculty and staff	All Faculty & Staff (if necessary & when need arises)	January - June 2024	x	x	x	x	Performed
PI 5. Number of monthly/special faculty & staff meetings conducted	1. Conduct department meetings (Regular, special & emergency)	All Faculty & Staff	January – June 2024, every 2nd Wednesday of the month and as scheduled when needed	x				Performed

Prepared by:


CHARLIE S. ANDAN
 Head, Department of Meteorology

EMPLOYEE DEVELOPMENT PLAN
January - June 2024

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 2024

Target Date: June 2024

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:

CHARLIE S. ANDAN
Head, Department of Meteorology

Conforme:


FELIX C. ABANERA
Admin Staff

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2024

Name of Staff: FELIX C. ABANERA

Position: Admin Aide IV

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


DEPARTMENT OF METEOROLOGY

Visayas State University, PQWW+X3 Baybay City, Leyte

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12. Willing to be trained and developed	⑤	4	3	2	1
Total Score	4.75 57				
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	4.75				
Overall recommendation: Recommend to attending trainings and seminars to enhance competencies and skills					


CHARLIE S. ANDAN
 Head, DMet