

**Annex P**
**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

Name of Administrative Staff: LORNA B. ABAMO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.74	70%	3.318
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.5
TOTAL NUMERICAL RATING			4.818

**TOTAL NUMERICAL RATING:** 4.818

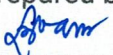
**Add: Additional Approved Points, if any:** 0

**TOTAL NUMERICAL RATING:** 4.818

**FINAL NUMERICAL RATING** 4.818

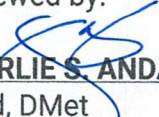
**ADJECTIVAL RATING:** Outstanding

Prepared by:


  
**LORNA B. ABAMO**

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






**VISAYAS**  
STATE UNIVERSITY



DEPARTMENT OF  
**METEOROLOGY**

"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 targets in accordance with the indicated measures for the period January - June 2024.

Approved:

LORNA B. ABAMO

Ratee

Date: 7-17-2024

CHARLIE S. ANDAN

Head, DMet

Date: 7-17-2024

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 supported with numerical values in numerators and denominators)
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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	Computes the FTE of the Faculty	5	6	5	5	5	5.00	
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*	Ensures that all the QMS core processes of the university are complied with in the performance of the functions as an administrative staff and deputy documents and records controller	100% compliance	100	4	5	5	4.67	




UMFO 6. General Admin. & Support Services (GASS)									
	PI 2. Zero percent complaint from clients served	A 46. Customer friendly frontline services	Provides customer friendly frontline services to clients	zero complaint	zero	5	5	5	5.00
	PI 3: Additional Outputs	A 48. Other outputs implementing the new normal due to Covid 19		1	5	4	5	5	4.67
		Number of documents attended and served	Prepare, facilitate, keep track of all administrative and financial transaction and filing of documents in the department	50	70	4	5	5	4.67
		Number of OPCR and IPCR prepared and submitted	Facilitates in making the OPCR & IPCR	10	5	5	5	4	4.67
		Number of PPMP and PR prepared and submitted		2	4	5	5	5	5.00
		Number of meetings attended/facilitated		12	10	4	5	4	4.33
		Number of Committee involvement		1	3	4	5	5	4.67
	Total Over-all Rating								42.67


Average Rating (Total Over-all rating divided by n)	4.74
Additional Points:	0
Approved Additional points (with copy of approval)	0
FINAL RATING	4.74
ADJECTIVAL RATING	Outstanding

**Comments & Recommendations for Development Purpose:** She is a very reliable workmate, who always make herself available and making sure that everything is in place and in proper order. She always keep an accurate record of all DMet transactions.

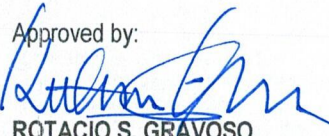
Evaluated & Rated by:

  
**CHARLIE S. ANDAN**  
 Department Head  
 Date: 7-17-24

Recommending Approval:

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

Approved by:

  
**ROTACIO S. GRAVOSO**  
 VP for Academic Affairs  
 Date: 7-31-24

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average



**PERFORMANCE MONITORING & COACHING JOURNAL**  
January - June 2024

X	1st	Q U A R T E R	
X	2nd		
	3rd		
	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"><li>Monitoring of faculty of their deliverables such as submission of Syllabus, TOS, VCs, grade of their students, class roster, other deliverables, and academic advising.</li><li>Monitoring of faculty with regards in their delivery of different learning methods in</li></ul>	<ul style="list-style-type: none"><li>Faculty assigned to specific subject is asked on the progress of their deliverables</li></ul>	<ul style="list-style-type: none"><li>Faculty &amp; staff discuss during monthly &amp; special meeting</li></ul>	<ul style="list-style-type: none"><li>DMet Memorandum</li><li>CET Memorandum</li><li>OP &amp; VPAA Memo or Memorandum Circular</li></ul>	<ul style="list-style-type: none"><li>Notices of Meeting</li><li>Email Communication</li></ul>	<ul style="list-style-type: none"><li>Syllabus and TOS are submitted to ODIE and copy of which are filed at the office</li><li>Faculty are observed in their classes</li><li>dDRC is completely following the university ISO standards. All dDRC in the college practice the monthly</li></ul>

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"><li>Monitoring of admin staff of their respective work assignment such as the dDRC of the department, cleanliness &amp; orderliness of the areas assigned to the department</li></ul>					<p>meeting to discuss matters in relation to their function</p> <ul style="list-style-type: none"><li>Admin office, laboratory, class rooms &amp; other areas assigned to the department are well maintained</li></ul>
<b>Coaching</b>					
<ul style="list-style-type: none"><li>Coaching of the faculty with regards to the forms to use in preparing syllabus, TOS and in making of communication</li></ul>	<ul style="list-style-type: none"><li>Cascading of forms and instruction through Gmail chat</li><li>Assigned a regular faculty member (or senior faculty member) to coach newly hired faculty.</li></ul>	<ul style="list-style-type: none"><li>During monthly and special meeting of the department</li></ul>	<ul style="list-style-type: none"><li>CET Memorandum</li><li>OP &amp; VPAA Memo or Memorandum Circular</li><li>UDRC Memo</li></ul>	<ul style="list-style-type: none"><li>Email Communication</li></ul>	

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 <sup>st</sup> Wk	2 <sup>nd</sup> Wk	3 <sup>rd</sup> Wk	4 <sup>th</sup> 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 <sup>st</sup> Wk	2 <sup>nd</sup> Wk	3 <sup>rd</sup> Wk	4 <sup>th</sup> Wk	
		; RLG Gonzaga & CS Torrion						
<b>MFO 3. Research Services</b>								
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
<b>MFO 4. Extension Services</b>	1.							
<b>MFO 5</b> <b>PI 5: Percentage of faculty rated by students with at least a very satisfactory rating in 50% of the subjects evaluated</b>	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
<b>MFO 6 General Admin. &amp; Support Services (GASS)</b>								
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 <sup>st</sup> Wk	2 <sup>nd</sup> Wk	3 <sup>rd</sup> Wk	4 <sup>th</sup> 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, <b>every 2<sup>nd</sup> Wednesday</b> 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: 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 2024

**Target Date:** June 2024

**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 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





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January – June 2024

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





12. Willing to be trained and developed	5	4	3	2	1
Total Score	60				
<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	5				
Overall recommendation: Recommend to attend trainings and seminars to enhance competencies and skills					

  
**CHARLIE S. ANDAN**  
 Head, DMet