



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**  
**July-December 2020**

**Annex P**

Name of Administrative Staff: Felix C. Abanera

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.53	70%	3.17
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.35
<b>TOTAL NUMERICAL RATING</b>			<b>4.52</b>

TOTAL NUMERICAL RATING: 4.52

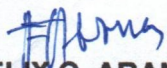
Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: 4.52

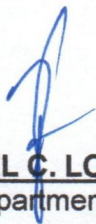
FINAL NUMERICAL RATING 4.52

ADJECTIVAL RATING: Very Satisfactory

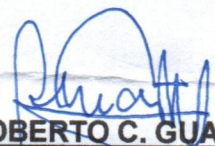
Prepared by:

  
**FELIX C. ABANERA**  
Name of Staff


Reviewed by:

  
**DANIEL C. LOR**  
Head, Department of Meteorology

Recommending Approval:

  
**ROBERTO C. GUARTE**  
Dean, Col of Engineering & Technology

Approved:

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





**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF METEOROLOGY**

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

I, **FELIX C. ABANERA**, an administrative staff of the DEPARTMENT OF METEOROLOGY 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 2020.

**FELIX C. ABANERA**

Ratee

Date: \_\_\_\_\_

Approved:

**DANIEL C. LOR**

Head, DMet

Date: 20 Jan 2021

**ROBERTO C. GUARTE**

Dean, CET

Date: 20 Jan 2021

Rating Equivalents:  
5 - Outstanding  
4 - Very Satisfactory  
3 - Satisfactory  
2 - Fair  
1 - Poor

MFO No. & PAPS	Success/Performance Indicator (PI)	Task Assigned	Actual Accomplishments		Rating				Remarks
			Target	Details of Accomplishments	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 6. GENERAL ADMINISTRATION & SUPPORT SERVICES									
	MFO 1. Administrative and Facilitative Services								
	PI 7. Number of documents brought and followed up to and from other offices in VSU								
	Messengerial Services	Staff	50	70	4.00	4.00	4.00	4.00	
	PI 3: Additional Outputs								
	Attended montly meeting of the department (face-to-face)	Head, faculty & staff	3	6	4.00	5.00	5.00	4.67	
	Facilitated logistics during meeting and other activities in the department	Staff	4	8	5.00	5.00	4.00	4.67	
	Efficient & effective janitorial services by mantaning the cleanliness of the DMet office, classrooms and aread assigned to the department, including constant disenfecting of the class	Staff	100% cleaned	95% cleaned	4.00	4.00	5.00	4.33	



MFO No. & PAPS	Success/Performance Indicator (PI)	Task Assigned	Actual Accomplishments		Rating				Remarks
			Target	Details of Accomplishments	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	<b>MFO 2. Frontline Services</b>								
	<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	1 valid complain	No complain	5.00	5.00	5.00	5.00	
Total Over-all Rating									<b>22.67</b>
Average Rating (Total Over-all rating divided by 16)			4.533		<b>Comments &amp; Recommendation for Development Purpose:</b> <i>Very trustworthy and dedicated to his job. Needs to improve time management.</i>				
Additional Points:									
Approved Additional points (with copy of approval)			4.533						
FINAL RATING									
ADJECTIVAL RATING			Outstanding						

Evaluated & Rated by:

**DANIEL C. LOR**

Head, DMet

Date: 20 Jan 2021

Recommending Approval:

**ROBERTO C. GUARTE**

Dean, CET

Date: 20 Jan 2021

Approved by:

**BEATRIZ S. BELONIAS**

Vice President, Academic Affairs

Date: 1/22/21

1- Quality    2- Efficiency    3- Timeliness    4- Average



**PERFORMANCE MONITORING FORM**  
**July- December 2020**


Name of Employee: FELIX C. ABANERA

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	General Administration and Support Services	Cleanliness in the administrative office, classrooms and other areas assigned to the department is maintained.	Within the semester or rating period	Every day with in the rating period	Everyday within the rating period	Very impressive	Outstanding	Cleanliness and orderliness in the admin office, classrooms and other areas assigned to the department are maintained including regular disinfecting of the area mentioned.
2	Utility/ Messengerial services	Brings , follows up and retrieves documents efficiently and timely	Within the semester or rating period	Every day with in the rating period	Everyday within the rating period .	Impressive	Impressive	All documents, brought to other offices should be properly logged.

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

 20 Jan 2021

**DANIEL C. LOR**

Head, Department of Meteorology





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jul-Dec 2020

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		54				



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		4.5				

Overall recommendation : *Needs to improve time management and be more available during office hours when needed.*

  
**DANIEL C. LOR**  
Head, Department of Meteorology

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: FELIX C. ABANERA

Performance Rating: Very Satisfactory

Aim: Continuous improvement in janitorial, messengerial and facilitating services in the Department of Meteorology.

Proposed Interventions to Improve Performance:

Date: September 2020

Target Date: Dec 2020

First Step:

The classrooms assigned to the department and other areas should always be kept clean.

Result:


The classrooms and other assigned areas to the department are always clean.

Outcome: The areas and classrooms are always kept clean.

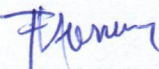
Final Step/Recommendation:

1. The SHINE plan used by CET will be adopted for monitoring.

Prepared by:

 01/25/2021  
**DANIEL C. LOR**  
Head, Department of Meteorology

Conforme:

  
**FELIX C. ABANERA**  
Name of Ratee Faculty/Staff