

## Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**  
(January – June 2017)

Name of Administrative Staff: **LORNA B. ABAMO**

| Particulars<br>(1)                                                                                        | Numerical<br>Rating<br>(2) | Percentage Weight<br>70%<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|-----------------------------------------------------------------------------------------------------------|----------------------------|---------------------------------|-----------------------------------------|
| 1. Numerical Rating per IPCR                                                                              | 4.97                       | 4.97 x 70%                      | 3.48                                    |
| 2. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | <u>4.92</u>                | <u>4.92</u> x 30%               | <u>1.476</u>                            |
| <b>TOTAL NUMERICAL RATING</b>                                                                             |                            |                                 | <u>4.956</u>                            |

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

3.48 4.956

0

0

Prepared by:

*Aban*  
**LORNA B. ABAMO**  
Name of Staff

Reviewed by:

*Bea*  
**BEATRIZ S. BELONIAS**  
Department/Office Head

Recommending Approval:

*fr*  
**REMBERTO A. PATINDOL**  
Chairman, PMT

Approved:

*Edgardo E. Tulin*  
**EDGARDO E. TULIN**  
President

*PLU*  
*11 Dec 2017*

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 **January to June 2017**.

  
**LORNA B. ABAMO**  
Ratee

Approved:   
**BEATRIS S. BELONIAS**  
VP / Instruction

| MFO No.                                                                       | MFO Description                                                                                                       | Success/<br>Performance<br>Indicator (PI) | Task Assigned                                                                                                                                                                        | Target | Actual<br>Accomplishme<br>nt | Rating  |            |            | Remark(s) |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------------------------------|---------|------------|------------|-----------|
|                                                                               |                                                                                                                       |                                           |                                                                                                                                                                                      |        |                              | Quality | Efficiency | Timeliness |           |
| <b>UMFO 1: Advanced Education Services</b>                                    |                                                                                                                       |                                           |                                                                                                                                                                                      |        |                              |         |            |            |           |
| 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 their Full Time Equivalent (FTE)                          | 80%    | 98%                          | 5       | 5          | 5          | 5.00      |
| <b>UMFO 2. Higher Education Services</b>                                      |                                                                                                                       |                                           |                                                                                                                                                                                      |        |                              |         |            |            |           |
| OVPI MFO 1. Curriculum Program Management Services                            | PI 1: Total FTE monitored                                                                                             |                                           | Monitors the submission of the individual faculty workload & encodes the subjects taught for the FTE                                                                                 | 80%    | 100%                         | 5       | 5          | 5          | 5.00      |
| <b>UMFO 5. Support to Operations (STO)</b>                                    |                                                                                                                       |                                           |                                                                                                                                                                                      |        |                              |         |            |            |           |
| OVPI MFO 2. Faculty Recruitment/Hiring Services                               | PI 1: Number of faculty recruited/hired aligned with ISO standards                                                    |                                           | Reviews documents submitted for hiring of faculty for the Academic Personnel Board's meeting & notify requesting dept of documents that needs to be compiled                         | 75%    | 90%                          | 5       | 5          | 5          | 5.00      |
| <b>OVPI MFO 3. Faculty Evaluation Services</b>                                |                                                                                                                       |                                           |                                                                                                                                                                                      |        |                              |         |            |            |           |
|                                                                               | PI 1: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated |                                           | Coordinates & monitors the facilitators of the Teaching Performance Evaluation by students (TPES) of the university (main & external campuses)                                       | 60%    | 100%                         | 5       | 5          | 5          | 5.00      |
| <b>OVPI MFO 5. Guidance and Counseling &amp; Support to Students Services</b> |                                                                                                                       |                                           |                                                                                                                                                                                      |        |                              |         |            |            |           |
|                                                                               | 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      |
| <b>UMFO 6. General Administration and Support Services (GASS)</b>             |                                                                                                                       |                                           |                                                                                                                                                                                      |        |                              |         |            |            |           |
| 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 roster needed by the Registrar's office, for CHED data elements & for monitoring of faculty especially with their TPES | 70%    | 100%                         | 5       | 5          | 5          | 5.00      |







## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January- June 2017

Name of Staff: LORNA B. ABAMO 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 |
| 12.                                                                                | Willing to be trained and developed                                                                                                                                                                                         | 5             | 4 | 3 | 2 | 1 |
| Total Score                                                                        |                                                                                                                                                                                                                             | 59/12 = 4.916 |   |   |   |   |
| 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                                                                      |                                                                                                                                                                                                                             |               |   |   |   |   |

Overall recommendation :

BEATRIZ S. BELONIAS  
VP, Instruction