Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

(Jay-Dsunc 2012)

Name of Administrative Staff:

LORNA B. ABAMO

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.95	4.95 x 70% <u>£</u> x 30%	3.46
	TOTAL NUM	ERICAL RATING	4.94

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

Prepared by:

3.46

4.96

ADJECTIVAL RATING:

Reviewed by:

Name of Staff

Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL

Chairman, PMT

Approved:

VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte NDIVIDUAL 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 2016.

LORNA B. ABAMO

Ratee

Approved: BEATRIS S. BELONIAS

VP, instruction

		Ι					Rating			
MFO No.	MFO Description	Success/ Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishme nt	Quality	Efficiency	Timeliness	Average	Remark
UMFO 1: Advance	ed Education Services									
OVPI MFO 1. Grad	duate Degree Program Management Se	ervices				_		_		
	PI 2: Total FTE monitored		Monitors the submission of the Individual Faculty Workload (IFW) & encodes the subjects taught of the graduate faculty for FTE	80	100	5	5	5	5	
UMFO 2. Higher E	ducation Services									
	riculum Program Management Services PI 1: Total FTE monitored		Monitors the submission of the individual faculty workload & encodes subjects taught for computation of FTE	300 faculty	498 Faculty	5	5	5	5	
	to Operations (STO)									
OVPI MFO 2. Fac	ulty Recruitment/Hiring Services PI 1: Number of faculty recruited/hired a standards	aligned with ISO	Reviews documents submitted for APB & notify requesting dept if there documents that are lacking for compliance	75%	95%	5	5	5	5.00	
OVPI MFO 3. Fac	ulty Evaluation Services									
	PI 1: Percentage of faculty rated by students satisfactory rating in 50% of the su		Coordinates the Teaching Performance Evaluation by students (TPES) of the university	60%	95%	5	5	5	5	
	outsidely ruling in early or the ex-	,	Monitors the progress of the TPES in the university	60%	95%	5	5	5	5	
	dance and Counseling & Support to Sta PI 2: Number of students who have ava		Facilitates request of students in their change of curriculum	75%	100%	5	5	5	5	
	Administration and Support Services	(GASS)								
OVPI MFO 1. Adn	ninistrative and Facilitative Services PI 1: Number of colleges, departments 8 supervised, monitored & coordinated	support units	Monitors submission of the actual teaching load for the class rooster of the Registrar's office & for the TPES	20 dept	32 Depts; 4 research units & 4 Satellite	5	5	4	4.67	
			Monitors submission of IFW in determining balance of workload of the department	300 faculty	campus 498 Faculty	5	5	5	5	
			Data automation of the individual faculty workload for CHED normative financing; Summarize workload for	300 faculty	498 Faculty	5	5	4	4.67	

VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte NDIVIDUAL 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 2016.

Ham LORNA B. ABAMO

Ratee

Approved: BEATRIS S. BELONIAS

VP, instruction

							Rating			
MFO No.	MFO Description	Success/ Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishme nt	Quality	Efficiency	Timeliness	Average	Remark
	ed Education Services									
OVPI MFO 1. Gra	duate Degree Program Management Se	ervices			400	_	_	_	-	
	PI 2: Total FTE monitored		Monitors the submission of the Individual Faculty Workload (IFW) & encodes the subjects taught of the graduate faculty for FTE	80	100	5	5	5	5	
	ducation Services									
OVPI MFO 1. Cur	riculum Program Management Services PI 1: Total FTE monitored	5	Monitors the submission of the individual faculty workload & encodes subjects taught for computation of FTE	300 faculty	498 Faculty	5	5	5	5	
	to Operations (STO)									
OVPI MFO 2. Fac	ulty Recruitment/Hiring Services			750/	0.50/	_	-	-	F 00	
	PI 1: Number of faculty recruited/hired a	aligned with ISO	Reviews documents submitted for APB & notify requesting dept if there	75%	95%	5	5	5	5.00	
OVELMED 2 Fac	standards ulty Evaluation Services		documents that are lacking for compliance							
OVFINITO 3. Fac	PI 1: Percentage of faculty rated by stud	dents with at least very	Coordinates the Teaching Performance Evaluation by students (TPES) of	60%	95%	5	5	5	5	
	satisfactory rating in 50% of the su		the university							
			Monitors the progress of the TPES in the university	60%	95%	5	5	5	5	
OVPI MFO 5. Guid	dance and Counseling & Support to Stu			750/	1000/	-	-	_	5	
	PI 2: Number of students who have ava		Facilitates request of students in their change of curriculum	75%	100%	5	5	5	5	
	Administration and Support Services (ninistrative and Facilitative Services	(GA55)								
OVELWICO I. Adil	PI 1: Number of colleges, departments & supervised, monitored & coordinated	& support units	Monitors submission of the actual teaching load for the class rooster of the Registrar's office & for the TPES	20 dept	32 Depts; 4 research units & 4 Satellite	5	5	4	4.67	
			Monitors submission of IFW in determining balance of workload of the	300 faculty	campus 498 Faculty	5	5	5	5	
			department	-30.000.00		-	-			
			Data automation of the individual faculty workload for CHED normative financing; Summarize workload for	300 faculty	498 Faculty	5	5	4	4.67	

	Success/								
MFO Description	Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishme nt	Quality	Efficiency	Timeliness	Average	Remark
		Reviews IFW & countersign for approval of workload by VP Instruction	300 faculty	498 Faculty	5	5	5	5	
PI 8: Percentage of faculty evaluated by	their students	Facilitate the evaluation	60%	100%	5	5	5	5	
,		Encode the filled up evaluation forms	60%	95%	5	5	4		
			60%	100%	5	5	5	5	
			60%	100%	5	5	5	5	
ontline Services						na anagamininkan managa sakai ata manaya mininta da managa managa managa managa managa managa managa managa ma		THE PERSON NAMED IN COLUMN TO PERSON NAMED I	
PI 1. Efficient and customer-friendly from	tline service	Provide services to clients by providing data being requested	0	5	5	5	5	5	
Best practices/new initiatives		Drafting of observation letter for the dept heads regarding the workload of		32 Depts; 4	5	5	5	5	
•		their dept/unit so that the faculty has balance distribution of their trilogy of		research units					
		,		& 4 Satellite					
		(campus					
		Summary of TPES of all instructors are provided thru their heads for		498 faculty	5	5	5	5	
		coaching, NBC and other purposes							
		Graphical presentation of the rating of subject taught by faculty (for the the last five years SY 2011-2015)		8 Colleges & 4 research	5	5	5	5	
				centers					
				-	5	5	5	5	
		of the depts for accreditation purposes (for the last five years SY 2011-		research					
		2015)		centers & 4					
				satellite					
				campuses					
ting						95	92	94	
					5.00	5.00	4.84	THE RESERVE AND PERSONS ASSESSED.	
<u> </u>									0
Calibrated by:		Recommending Approval: \		Approved	d:				
e Chairman, PMT	PATINDOL, Ph.D	BEATRIZ S. BELONIAS, Ph.D Vice Pres. for Instruction Date:	Date:			LIN, Ph.D			
	PI 1. Efficient and customer-friendly from Best practices/new initiatives ting Calibrated by:	PI 1. Efficient and customer-friendly frontline service Best practices/new initiatives ting Calibrated by: REMBERTO A, PATINDOL, Ph.D Chairman, PMT	PI 8: Percentage of faculty evaluated by their students Facilitate the evaluation Encode the filled up evaluation forms Make summary of the results of the evaluation Issue result of evaluation to faculty evaluated Provide services PI 1. Efficient and customer-friendly frontline service Best practices/new initiatives Provide services to clients by providing data being requested Drafting of observation letter for the dept heads regarding the workload of their dept/unit so that the faculty has balance distribution of their trilogy of function (Instruction, research & production) Summary of TPES of all instructors are provided thru their heads for coaching, NBC and other purposes Graphical presentation of the rating of subject taught by faculty (for the the last five years SY 2011-2015) Stationing of bounded data related to instruction at QAC for easy access of the depts for accreditation purposes (for the last five years SY 2011- 2015) Recommending Approval: Remberto A, Patindol, Ph.D Chairman, PMT BEATRIX S. BELONIAS, Ph.D Vice Pres. for Instruction	PI 8: Percentage of faculty evaluated by their students Facilitate the evaluation Encode the filled up evaluation forms Make summary of the results of the evaluation Issue result of evaluation to faculty evaluated 60% portine Services PI 1. Efficient and customer-friendly frontline service Best practices/new initiatives Provide services to clients by providing data being requested Drafting of observation letter for the dept heads regarding the workload of their dept/unit so that the faculty has balance distribution of their trilogy of function (Instruction, research & production) Summary of TPES of all instructors are provided thru their heads for coaching, NBC and other purposes Graphical presentation of the rating of subject taught by faculty (for the the last five years SY 2011-2015) Stationing of bounded data related to instruction at QAC for easy access of the depts for accreditation purposes (for the last five years SY 2011-2015) Calibrated by: Recommending Approval: Recommending Approval: BEATRIX S. BELONIAS, Ph.D Vice Pres. for Instruction	P18: Percentage of faculty evaluated by their students Facilitate the evaluation Encode the filled up evaluation forms Make summary of the results of the evaluation Issue result of evaluation to faculty evaluated On the services P11. Efficient and customer-friendly frontline service Best practices/new initiatives Provide services to clients by providing data being requested Drafting of observation letter for the dept heads regarding the workload of their deptunits on that the faculty has balance distribution of their trilogy of function (Instruction, research & production) Summary of TPES of all instructors are provided thru their heads for coaching, NBC and other purposes Graphical presentation of the rating of subject taught by faculty (for the the last five years SY 2011-2015) Stationing of bounded data related to instruction at QAC for easy access of the depts for accreditation purposes (for the last five years SY 2011-2015) Calibrated by: Recommending Approval: Approved Approved Approved Approved Calibrated by: Recommending Approval: Calibrated by: Calibrated by: Recommending Approval: Calibrated by: Calibrated by: Calibrated by: Recommending Approval: Calibrated by: Calibrate	Reviews IFW & countersign for approval of workload by VP Instruction 300 faculty 498 Faculty 5 PI 8: Percentage of faculty evaluated by their students Facilitate the evaluation Encode the filled up evaluation forms 60% 95% 5 Make summary of the results of the evaluation 60% 100% 5 Issue result of evaluation to faculty evaluated 60% 100% 5 Portitine Services PI 1. Efficient and customer-friendly frontline service Best practices/new initiatives Provide services to clients by providing data being requested Drafting of observation letter for the dept heads regarding the workload of their depthunt so that the faculty has balance distribution of their trilogy of function (Instruction, research & production) Summary of TPES of all instructors are provided thru their heads for coaching, NBC and other purposes Graphical presentation of the trafting of subject taught by faculty (for the the last five years SY 2011-2015) Stationing of bounded data related to instruction at QAC for easy access of the depts for accreditation purposes (for the last five years SY 2011-2015) Callibrated by: Recommending Approval: Approved: Approved: Approved: Approved: Approved: Callibrated by: Recommending Approval: Approved: Callibrated by: Recommending Approval: Approved: Approved:	Reviews IFW & countersign for approval of workload by VP Instruction 300 faculty 498 Faculty 5 5 PI 8: Percentage of faculty evaluated by their students Facilitate the evaluation Encode the filled up evaluation forms 60% 95% 5 5 Make summary of the results of the evaluation 60% 100% 5 5 Southine Services PI 1. 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BELONIAS, Ph.D Vice Pres. for Instruction President T. SORIA REMBERTO A, PATINDOL, Ph.D Chairman, PMT Vice Pres. for Instruction	Reviews IFW & countersign for approval of workload by VP Instruction 300 faculty 498 Faculty 5 5 5 5 5 5 F Pl 8: Percentage of faculty evaluated by their students Facilitate the evaluation Faculty evaluated by their students Facilitate the evaluation forms 60% 95% 5 5 4 4 467 Make summary of the results of the evaluation 60% 100% 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5

P., v. A.				/			Rating			
MFO No.	MFO Description	Success/ Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishme nt	Quality	Efficiency	Timeliness	Average	Remark
			Reviews IFW & countersign for approval of workload by VP Instruction	300 faculty	498 Faculty	5	5	5	5	
OVPI MFO 2. Fro	PI 8: Percentage of faculty evaluated by ntline Services PI 1. Efficient and customer-friendly from		Facilitate the evaluation Encode the filled up evaluation forms Make summary of the results of the evaluation Issue result of evaluation to faculty evaluated Provide services to clients by providing data being requested	60% 60% 60%	100% 95% 100% 100%	5 5 5 5	5 5 5 5	5 4 5 5	5 4.67 5 5	
	Best practices/new initiatives	unie service	Drafting of observation letter for the dept heads regarding the workload of their dept/unit so that the faculty has balance distribution of their trilogy of function (Instruction, research & production)		32 Depts; 4 research units & 4 Satellite campus	5	5	5	5	
			Summary of TPES of all instructors are provided thru their heads for coaching, NBC and other purposes		498 faculty	5	5	5	5	
			Graphical presentation of the rating of subject taught by faculty (for the the last five years SY 2011-2015)		8 Colleges & 4 research centers	5	5	5	5	
			Stationing of bounded data related to instruction at QAC for easy access of the depts for accreditation purposes (for the last five years SY 2011-2015)		8 Colleges; 4 research centers & 4 satellite campuses	5	5	5	5	
Total Over-all Rat	ting				campascs	95	95	92	94	
Average Rating	ung					5.00	5.00	4.84	4.95	
Adjectival Rating										0
Received by:	Calibrated by:		Recommending Approval:		Approve	ed:				
REDEMPTA L Planning Office Date:	e Chairman, PMT	PATINDOL, Ph.D	BEATRIZ S. BELONIAS, Ph.D Vice Pres. for Instruction Date:	Date:	EDGAR Preside		LIN, Ph.D			

Instrument for Performance Effectiveness of Administrative Staff Rating Period: January - June 2016

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

 Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding. Makes self-available to clients even beyond official time 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 Accepts all assigned tasks as his/her share of the office targets and delivers outputs within 	(5) (5) (5) (5)	4 4	3 3	2 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			
DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	(5)		3	2	
4. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within		4			1
the prescribed time.	(5)		3	2	1
 Commits himself/herself to help attain the targets of his/her office by assisting co- employees who fail to perform all assigned tasks 		4	3	2	1
6. Regularly reports to work on time, logs in upon arrival, secures pass slip when going out of personal matters and logs out upon departure from work.	n (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
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		4	3	2	1
10. Maximizes office hours during lean periods by performing non-routine functions the output of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	ts (5)	4	3	2	1
 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		-	-		
B. Leadership & Management (For supervisors only to be rated by higher supervisor)			Scale	e	
 Demonstrates mastery and expertise in all areas of work to gain trust, respect an confidence from subordinates and that of higher superiors 	d 5	4	3	2	1
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.	e 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.	1 5	4	3	2	1
 Accepts accountability for the overall performance and in delivering the output required of his/her unit. 	f 5	4	3	2	1
 Demonstrates, teaches, monitors, coaches and motivates subordinates for their improve efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit 		4	3	2	1
Total Scor	e				
Average Scor	e				
Average Scor	e		7		

Overall recommendation

BEATRIZ S. BELONIAS VP, Instruction

Instrument for Performance Effectiveness of Administrative Staff Rating Period: January - June 2016

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

ommitment (both for subordinates and supervisors)			Scale		
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
Makes self-available to clients even beyond official time	(5)	4	3	2	1
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
Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	(3)	4	3	2	1
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
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
Keeps accurate records of her work which is easily retrievable when needed.	(5)	4	3	2	1
Suggests new ways to further improve her work and the services of the office to its clients		4	3	2	1
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
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
Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	(5)	4	3	2	1
Willing to be trained and developed	(5)	4	3	2	1
Total Score					
eadership & Management (For supervisors only to be rated by higher upervisor)			Scale	9	
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
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
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
Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
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	9	4	3	2	1
	1				
Total Score					
	Makes self-available to clients even beyond official time 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 Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time. Commits himself/herself to help attain the targets of his/her office by assisting coemployees who fail to perform all assigned tasks 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. Keeps accurate records of her work which is easily retrievable when needed. 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Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients. Accepts accountability for the overall performance and in delivering the output r	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 Accepts all assigned tasks as his/her share of the office targets and delivers outputs within commits himself/herself to help attain the targets of his/her office by assisting comployees who fail to perform all assigned tasks 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. Keeps accurate records of her work which is easily retrievable when needed. 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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 Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment Willing to be trained and developed Total Score eadership & Management (For supervisors only to be rated by higher upervisor) Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors 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. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients. Accepts accountability for the overall performance and in delivering the output required of his/her unit. Demonstrates, teaches, monitors, coaches and motivates s	Dustiness with the office fulfilling and rewarding. Makes self-available to clients even beyond official time 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 Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time. Commits himself/herself to help attain the targets of his/her office by assisting co- employees who fail to perform all assigned tasks 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. Keeps accurate records of her work which is easily retrievable when needed. Suggests new ways to further improve her work and the services of the office to its clients 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 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 Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment Willing to be trained and developed Total Score Eadership & Management (For supervisors only to be rated by higher upervisor) Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors 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. 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Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further sat

Overall recommendation

BEATRIZ S. BELONIAS VP, Instruction