



## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

### Annex P

Rating Period: July-December 2023  
Name of Administrative Staff: Lorna B. Abamo


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.70	70%	3.29
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.77

TOTAL NUMERICAL RATING: 4.77  
Add: Additional Approved Points, if any: 00  
TOTAL NUMERICAL RATING: 4.77

FINAL NUMERICAL RATING 4.77

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

  
**LORNA B. ABAMO**  
Name of Staff

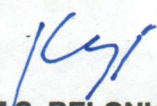
Reviewed by:

  
**CHARLIE S. ANDAN**  
Department/Office Head

Recommending Approval:

  
**JANNET C. BENCURE**  
Dean/Director

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President, 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 July-December 2023.

Approved:

  
**LORNA B. ABAMO**  
Administrative Aide VI  
Date: 1-15-24

  
**CHARLIE S. ANDAN**  
Head, DMet  
Date: 1-15-24

  
**JANNET C. BENCURE**  
Dean, CET  
Date: 1/17/24

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Qty	Efficiency	Timeliness	Ave.	
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	Prepares Actual Teaching Load and Individual Faculty Workload as basis in computing the FTE of the faculty	3	8	5	5	4	4.67	1- ATL; 1 Proj. IFW; 6 IFW



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*	Checks documents submitted to and received from other offices whether it is ISO compliant.	100% compliance	100% complied	4	5	5	4.67	QMS portal is already used for ISO standard
		COPC for the BS Meteorology	Upload supporting documents to the shared drive of the department for the COPC of the BS Met program	100%	100% complied	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	Facilitates clients coming to the office	zero complai	zero complaint received	5	5	5	5.00	
	PI 3: Additional Outputs	A 48.Other outputs implementing the new normal due to Covid 19	Continued putting of signages to remind clients not to ignore the health protocol to prevent the spread of virus		6	5	5	4	4.67	Signages are put up outside & inside the DMet admin office for reminders in observance of the health protocol due to Covid 19 even if classes is already face-to-face.
		Number of documents attended and served	Drafts / finalize communications and other kinds of reports	10	105	4	5	5	4.67	Control numbers are assigned to all documents that comes out from the office for submission using the HRIS platform
		Number of OPCR and IPCR prepared and submitted	Facilitates the faculty and staff in making and submission of OPCR/IPCR	7	7	5	4	5	4.67	1 OPCR (accomplishments July to Dec); 7 IPCR accomplishment (July-Dec)



		Number of PPMP and PR prepared and submitted	Make PPMP and PR using the SPPMIS platform of VSU and follow up the progress of it	1	5	5	5	4	4.67	4 PPMP (GAA & STF) 8 PRS
		Number of meetings attended/facilitated	Attend department, CET and other committee meetings	6	10	5	5	5	5.00	Dept Monthly meeting; CET dDRC meeting; CET meeting; AdPA Board meeting
		Number of Committee involvement		1	3	5	4	4	4.33	dDRC, CET & DMet com, AdPA BOD
Total Over-all Rating									47.00	
Average Rating									4.70	
Adjectival Rating									VS	

Comments & Recommendations for Development Purposes

*To pursue advance training to upgrade skills and competencies in Human Resource Management*

Evaluated and Rated By:

Recommending Approval:

Approved By:

**CHARLIE S. ANDAN**

Head, DMet

Date: 1-15-24

**JANNET C. BENCURE**

Dean, CET

Date: 1/17/24

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: 6/22/24





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2023

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
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				
<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					
Overall recommendation	: Maintain Work-Life Balance 4.92				

  
**CHARLIE S. ANDAN**  
 Head, DMet



**EMPLOYEE DEVELOPMENT PLAN**  
**July-December 2023**

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:** July 2022

**Target Date:** December 2023

**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 first 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