



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
Jan-June 2021

Annex P

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.615	70%	3.23
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.947	30%	1.48
TOTAL NUMERICAL RATING			4.711

TOTAL NUMERICAL RATING: 4.71

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.71

FINAL NUMERICAL RATING 4.71

ADJECTIVAL RATING: Outstanding

Prepared by:

LORNA B. ABAMO

Name of Staff

Reviewed by:

DANIEL C. LOR

Head, Department of Meteorology

Recommending Approval:

ROBERTO C. GUARTE

Dean, College of Engineering and Technology

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF METEOROLOGY

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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

Exhibit B

I, **LORNA B. ABAMO**, admin staff of the **Department of Meteorology**, College of Engineering & Technology, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January - June 2021.

Approved:

LORNA B. ABAMO

Staff

Date: 7-21-21

DANIEL C. LOR

Head

Date: 7-21-21

ROBERTO C. GUARTE

College Dean

Date: 7-23-21

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

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	Actual Accomplishments		Rating				Remark (Details of the targetted output indicators with **)	% weight
				% Accomp	Details of Accomp	Quality	Efficiency	Timelines	Average		
MFO 2	HIGHER EDUCATION SERVICES (50%)										
	PI 5: Total FTE, coordinated, implemented and monitored *	Dept. Head & Faculty									20%
	Computed FTE of the faculty in the Department	Staff	12	127%	15.23	5	5	4	4.67	Computed FTE of the four faculty of the Department	
MFO 2	Frontline Services										
	PI 1: Efficient and customer-friendly frontline service	Staff	100%	100%	100%	5	5	4	4.67		
	Student Management Services										
	Assisting & facilitatating of faculty and staff in academic related activities such as enrollment, arduation, exams, etc.	Staff	100%	100%	100%	5	4	5	4.67		
MFO 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*	Dept. Head & Faculty								Zero non-conformity (No NC)	2.50%
	Prepared and submitted list of all internal & external document in the department to the Office of the Director of Quality Assurance through CET office	Staff	100%	100%	1	5.0	5.0	4.0	4.67		
MFO 6	General Admin. & Support Services (GASS)										
	PI 1: Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*	Dept. Head & Staff	1	100%	1	4.0	5.0	5.0	4.67		1%

MFO No.	Success/Performance Indicator (PI)		Units/Persons Responsible	Department Target	Actual Accomplishments		Rating				Remark (Details of the targetted output indicators with **)	% weight
					% Accomp	Details of Accomp	Quality	Efficiency	Timeliness	Average		
		Prepared & submitted PRs of the Department	Staff	1	100%	4	5.0	5.0	4.0	4.67		
	PI 2. Zero percent complaint from clients served		Dept. Head & all faculty &	1 valid complain	No complain							2%
	PI 3: Additional Outputs											
		Prepared & Submitted Actual Teacing Load of the faculty	Staff	1	100%	1	5.0	5.0	4.0	4.67		
		Prepared, computed & submitted the individual faculty workload	Staff	4	100%	4	4.0	5.0	4.0	4.33		
		Attended meetings in the department	Dept. Head & all faculty &	12	100%	12	5.0	4.0	5.0	4.67		
		Facilitated logistics during meeting and other activities in the department;	Staff	6	217%	13	5.0	4.0	5.0	4.67		
		Drafts, finalize, prints communications and other related documents in the department	Staff	20	200%	40	4.0	5.0	5.0	4.67		
		Attended virtual seminars	Dept. Head & all faculty &	1	200%	2	4.0	5.0	5.0	4.67		
		dDRC of DMet	Staff	100%	100%	100%	4.0	4.0	5.0	4.33		
		Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *									explain here briefly why consider said department practice can be considered as a best practice	2%
							60.0	61.0	59.0	60.0		
Total Over-all Rating							60.000					
Average Rating					126.43%		4.615					
Adjectival Rating							Outstanding					
Comments & Recommendation for Development Purpose:						A great asset to the department. Continue the pursuit of excellence in doing everyday tasks.						

Evaluated & Rated by:

DANIEL C. LOR

Head, DMet

Date: 7-21-21

Recommending Approval:

ROBERTO C. GUARTE

Dean, CET

Date: 7-23-21

Approved:

BEATRIZ S. BELONIAS

Vice Pres. for Academic Affairs

Date: 7/26/21

* To indicate in the remarks column the details of the targetted outputs for easy review and calibration.

** No percentage weight for ranking purposes since these are activities only expected to be performed at the department level



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan-June 2021

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. 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		4.917				

Overall recommendation : *very much reliable in all aspects of her work. Trustworthy and shows respect to all her workmates, even to those outside the office.*

[Signature] 7/2/2021
DANIEL C. LOR
Head, Department of Meteorology

EMPLOYEE DEVELOPMENT PLAN
Jan-June 2021

Name of Employee: LORNA B. ABAMO
Performance Rating:

Aim: Continuous improvement in administrative facilitative services compliant to the ISO standard in the Department of Meteorology.

Proposed Interventions to Improve Performance:

Date: March 2021

Target Date: March 2021

First Step:

Continues improvement in the implementations of the lessons learned to sustain the department as ISO compliant and standards.

Result:

ISO standards are implemented and sustained in the department.

Outcome: ISO standard is implemented and continues improvement is always observed.


Final Step/Recommendation:

None

Prepared by:


DANIEL C. LOR
Head, Department of Meteorology

Conforme:


LORNA B. ABAMO
Name of Ratee Faculty/Staff