

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF**

July - December 2019

Name of Administrative Staff: Lorna B. Abamo

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.74	70%	3.32
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.50
TOTAL NUMERICAL RATING			4.82

TOTAL NUMERICAL RATING: 4.82
 Add: Additional Approved Points, if any: 0
 TOTAL NUMERICAL RATING: 4.82

 FINAL NUMERICAL RATING 4.82

 ADJECTIVAL RATING: Outstanding

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

Prepared by:


LORNA B. ABAMO
 Name of Staff

Reviewed by:


CHARLINDO S. TORRION
 Head, Department of Meteorology

Recommending Approval:


ROBERTO C. GUARTE
 Dean, College of Engineering and Technology

Approved:


BEATRIZ S. BELONIAS
 VP, Instruction



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LORNA B. ABAMO, 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 to December 2019.



LORNA B. ABAMO

Ratee

Date:

CHARLINDO S. TORRION

Department Head

Date: 15 Jan 2020

Date: 13/Jan/2020

MFO No.	MFO & PAPS/Description		Success/Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishments	Rating				Remark(s)
							Quality	Efficiency	Timeliness	Average	
OVPI MFO 1. Curriculum Program Management Services											
	PI 1: Total FTE Monitored		Computed FTE	Computes FTE of the faculty in the Dept	1.00	1.00	5.00	5.00	4.00	4.67	
UMFO 6.	GENERAL ADMINISTRATION & SUPPORT SERVICES										
	MFO 1. Administrative and Facilitative Services										
		PI7. Number of office supplies purchased	Preparation of Purchase Request	Prepared PR and follow up for timely delivery of office supplies	2	5	5.0	5.0	4.0	4.67	
		Prepares & Submits Documents to requiring offices	Preparation of documents	Prepared documents for submission to offices requiring such documents: i.e. workloads, teaching load, renewal, PPMP and others that are asked for submission as a department	20	60	5.0	5.0	4.0	4.67	
		Making of communications	Drafting of communication, i.e. letters	Drafting, finalizing & printing of communication for signature of the Dept Head	3	10	4.0	5.0	5.0	4.67	
		Number of evaluation conducted and results submitted to OVPI	Evaluation Facilitator	Evaluation Facilitator	10	15	5.0	5.0	4.0	4.67	
		Number of copies reproduced in reproduction of instructional materials	Reproduction of Exams of the subjects handled by the head of DMet	Printing of exams	200	300	5.0	5.0	5.0	5.00	
	MFO 2. Student Management Services										
	Number of hours devoted for assisting student		Assist instructors and students	Preparation of documents needed	2	4	5.00	5.00	4.00	4.67	
	Number of in-house seminars/ trainings/workshops/reviews conducted/attended		Attendance to training organized by VSU	Attendance and participation	1	3	5.00	5.00	4.00	4.67	

Control # 159

MFO No.	MFO & PAPS/Description	Success/Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishments	Rating				Remark(s)
						Quality	Efficiency	Timeliness	Average	
	MFO 2. Frontline Services									
	PI 1. Efficient and customer-friendly frontline service	Frontline Service	Serving of the Clientele/customer	One complain from Clientele	0	5.0	5.0	5.0	5.00	
	PI 2. Additional Outputs/Best									
	Attended outside training for Personnal and Learning Development		Attended training organized by POAP		1	5.00	5.00	5.00	5.00	
Total Points						44.0	45.0	40.0	4.77	
Total Over-all Rating						128.00				
Average Rating						4.74				
Adjectival Rating						Outstanding				

Average Rating		4.74
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.74
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Attendance to administrative trainings and workshops is highly recommended to enhance admin-related skills and tasks handling.

Evaluated & Rated by:

CHARLINDO S. TORRION

Dean, College of Engineering

Date: 15 Jan 2020

Recommending Approval:

ROBERTO C. GUARTE

Dean, College of Engineering & Technology

Date: _____

Approved:

BEATRIZ S. BELONIAS

VP, Instruction

Date: _____

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

PERFORMANCE MONITORING FORM

Name of Employee: LORNA B. ABAMO

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	Computation of FTE of the faculty	Computed FTE	3 rd week of August 2019	End of August 2019	FTE = 13.15	Very Impressive	Outstanding	None
2	General Administration and Support Services:							
	Administrative & Facilitative Services	Efficient facilitative services	Entire semester and rating period	Within the semester and rating period	Refer to record book for documents submitted	Very Impressive	Outstanding	Note: On Purchase request for BAC to inform the department the status of the PR
	Student Management Service	Efficient facilitative services	Entire semester and rating period	Within the semester and rating period	Any time with in the semester	Very Impressive	Outstanding	None

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

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

Prepared by:

CHARLINDO S. TORRION
Head, Dept of Meteorology

PERFORMANCE MONITORING & COACHING JOURNAL
July-December 2019

	1st	Q U A R T E R
	2nd	
X	3rd	
X	4th	

Name of Office: Department of Meteorology

Head of Office: CHARLINDO S. TORRION

Number of Personnel: 2 (Lorna B. Abamo & Felix C. Abanera)

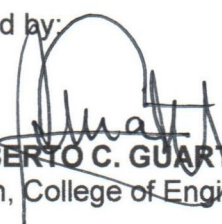
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	<ul style="list-style-type: none">• Checking of attendance (spot checking)• Checks progress of their assigned task through an informal conversation			Inspect cleanliness of classroom and admin office	The staff logged in the attendance log sheet. They were present in their post especially the admin clerk and asked permission when they go out from their post to transact other business in different offices.
Coaching	Not Applicable				The staff knew their functions.

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


CHARLINDO S. TORRION
Head, Department of Meteorology

Noted by:


ROBERTO C. GUARTE
Dean, College of Engineering

TRACKING TOOL FOR MONITORING TARGETS

Department of Meteorology

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
OVPI MFO 1. Curriculum Program Management Services								
PI 1. Total FTE Monitored	1. Computes FTE of the faculty	Lorna B. Abamo	August 2019			x		Computed FTE of the faculty as soon as OVPI return the approved IFW to the Dept
UMFO 6. General Administration & Support Services								
MFO 1. Administrative & Facilitative Services	1. Preparation and following up of Purchase Request for the DMet	Lorna B. Abamo	October 2019		x	x	x	BAC should give updates of the PR submitted
	2. Submits & Follow up the Purchase Request	Felix C. Abanera	October-November 2019	X	X	x	x	
	3. Preparation/ and drafting of communications	Lorna B. Abamo	July-December 2019					Communications are drafted as the need arises
	3. Facilitate the Teaching Performance Evaluation by students	Lorna B. Abamo	November 2019			X		Facilitates the evaluation of the faculty as assigned by OVPI
	4. Facilitates reproduction of exams and IMS of faculty	Lorna B. Abamo	August-December 2019					Exams & Materials are reproduced for the students' use
MFO 2. Student management services	1. Prepare documents need by the instructor & students	Lorna B. Abamo	July-December 2019					Documents to prepare depends on the need of the instructor & students

Prepared by:

CHARLINDO S. TORRION

Head, Department of Meteorology

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2019Name of Staff: Lorna B. AbamoPosition: Administrative Staff

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						
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

: Improve administrative skills by attending relevant trainings and workshops.


CHARLINDO S. TORRION
 Head, Department of Meteorology

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LORNA B. ABAMO
Performance Rating: Outstanding

Aim: Continuous improvement in facilitating the administrative office, students, faculty, and other clients coming to the Department of Meteorology.

Proposed Interventions to Improve Performance:

Date: October 2019 Target Date: November 2019

First Step:

Learn from other offices what are their strategies in facilitating their department.
Take time reading how to facilitate effectively & efficiently of an admin office.

Result:

Date: July 2, 2019 Target Date: July 18, 2019

Next Step:

Signage needed to set up the admin office were prepared and printed following the standard format of the college.

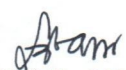
Outcome: The admin office of the Department of Meteorology is now functional.

Final Step/Recommendation: None

Prepared by:


CHARLINDO S. TORRION
Head, Department of Meteorology

Conforme:


LORNA B. ABAMO
Name of Ratee /Staff