



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
July-Dec 2020

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	4.60	70%	3.22
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.47
TOTAL NUMERICAL RATING			4.69

TOTAL NUMERICAL RATING: 4.69

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.69

FINAL NUMERICAL RATING 4.69

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, Col of Engineering & Technology

Approved:

BEATRIZ S. BELONIAS
Vice President, Academic Affairs



VISAYAS
STATE UNIVERSITY



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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

Exhibit B

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 - December 2020.

Lorna B. Abamo
LORNA B. ABAMO

Ratee

Date: 1/20/21

Approved:

Daniel C. Lor
DANIEL C. LOR

Head, DMet

Date: 20 Jan 2021

Roberto C. Guarate
ROBERTO C. GUARATE

Dean, CET

Date: _____

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

MFO No. & PAPS	Success/Performance Indicator (PI)	Task Assigned	Actual Accomplishments		Rating				Remarks
			Target	Details of Accomplishments	Q ¹	E ²	T ³	A ⁴	
MFO 2	HIGHER EDUCATION SERVICES (50%)								
	PI 5: Total FTE, coordinated, implemented and monitored *	Dept. Head, Faculty & Staff							
	<i>Computed FTE of faculty</i>	Staff	2	4.00	5.0	5.00	4.0	4.7	Faculty: Andan; Labisores; Lor & Torrion
	<i>Prepared & Submitted Actual Teaching Load of the faculty</i>	Staff	1	1.00	5.0	5.00	4.0	4.7	Submitted to OVPAA
	<i>Prepared, computed & submitted the individual faculty workload</i>	Staff	2	4.00	5.0	4.00	5.0	4.7	Submitted to OVPAA
	PI 9: Number of student organizations advised/ assisted *	Dept. Head, Faculty & Staff							
	<i>Facilitated & assisted student organization</i>	Staff	2	2.00	4.0	5.0	5.0	4.7	MetSoc : Tarsier
	<i>Student organizations assisted on student related activities</i>	Staff	1	1.00	5.0	5.0	4.0	4.7	On line GA of MetSoc
	PI 10: Number of instructional materials developed *	Dept. Head, Faculty & Staff							
	<i>Facilitated & assisted faculty in the reproduction of their learning modules</i>	Staff	4	6.00	4.0	4.0	5.0	4.3	ESci 114; Mete 131n; ESci 110g; PhSc 119; PhSc 118

[illegible]

MFO No. & PAPS	Success/Performance Indicator (PI)	Task Assigned	Actual Accomplishments		Rating				Remarks
			Target	Details of Accomplishments	Q ¹	E ²	T ³	A ⁴	
Average Rating (Total Over-all rating divided by 16)		4.608	Comments & Recommendation for Development Purpose: <i>Very effective & efficient department clerk specifically on record management.</i>						
Additional Points:									
Approved Additional points (with copy of approval)		4.608							
FINAL RATING									
ADJECTIVAL RATING		Outstanding							

Evaluated & Rated by:

DANIEL C. LOR

Head, DMet

Date: 20 Jan 2021

Recommending Approval:

ROBERTO C. GUARTE

Dean, CET

Date: 20 Jan 2021

Approved by:

BEATRIZ S. BELONIAS

Vice President, Academic Affairs

Date: 1/28/21

1- Quality 2- Efficiency 3- Timeliness 4- Average

PERFORMANCE MONITORING FORM
July -Dec 2020


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	Administrative & Facilitative Services	Efficient Facilitative services	Entire semester of rating period	Within the semester and rating period.	On or before the identified date set by the requiring office (note: refer to record book)	Very impressive	Outstanding	Has the facilitative and communication skills exemplified in her performance in the office
2	Student Management Services	Efficient Facilitative services	Entire semester & rating period	Within the semester and rating period.	Anytime in the semester while there are students transacting business in the department	Very impressive	Outstanding	Very approachable. Manages her time properly as he facilitates the student's requests during this pandemic time.
3	Preparation for the ISO internal audit of the department	Compliant	July - Sept	Sept after the internal ISO audit	Before the time of the internal ISO audit	Impressive	Compliant	Comply what is asked by the internal ISO auditor
4	Preparation for the ISO external audit (February 2021)	Compliant	October - Dec	Dec 2020	On progress	Impressive	Compliant	None
5	Records Controller of the department	Efficient	Entire School Year	Within the School Year	Within the School Year	Very impressive	Outstanding	Documents are filed properly compliant to ISO standard.

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

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

Prepared by:

 20 Jan 2021

DANIEL C. LOR

Head, Department of Meteorology



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jul-Dec 2020

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						4.92				

Overall recommendation : very much knowledgeable and committed to the job. Communicates well with the team to achieve deliverables of the department.

 01/08/2021
DANIEL C. LOR
Head, Department of Meteorology

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LORNA B. ABAMO

Performance Rating: Outstanding

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

Proposed Interventions to Improve Performance:

Date: September 2020

Target Date: November 2020

First Step:

Implement lessons learned from the internal auditor during her ISO internal audit in order to further improve and ISO compliant of the department.

Result:

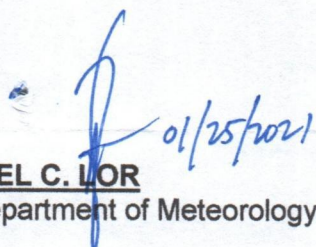
ISO standards are implemented and sustained in the department.

Outcome: The result of the ISO internal audit for the Department of Meteorology is rated good and compliant and should be sustained and ready for the ISO external audit on 2021.

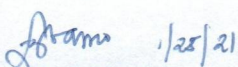
Final Step/Recommendation:

1. Maintain, sustain and further improve for the external ISO audit on 2021.
2. Always ask and seek advice from other departments from CET and ODQA in preparation for the ISO external audit on 2021.

Prepared by:

 01/25/2021
DANIEL C. LOR
Head, Department of Meteorology

Conforme:

 1/25/21
LORNA B. ABAMO
Name of Ratee Faculty/Staff