

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Felix C. Abanera

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.53	70%	3.17
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.25	30%	1.28
TOTAL NUMERICAL RATING			4.45

TOTAL NUMERICAL RATING:

4.45

Add: Additional Approved Points, if any:

-

TOTAL NUMERICAL RATING:

4.45

FINAL NUMERICAL RATING

4.45

ADJECTIVAL RATING:

Very Satisfactory

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

Prepared by:


FELIX C. ABANERA

Name of Staff

Reviewed by:


CHARLINDO S. TORRIOR

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, **FELIX C. ABANERA**, 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 January to June 2019.

FELIX C. ABANERA

Ratee

Date: _____

CHARLINDO S. TORRION

Department Head

Date: October 18, 2019

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities	Task Assigned	Target	Actual Accomplishments	Rating				Remark(s)
							Quality	Efficiency	Timeliness	Average	
	UMFO 6.	GENERAL ADMINISTRATION & SUPPORT SERVICES									
		MFO 1. Administrative and Facilitative Services									
		PI7. Number of documents brought and followed up to and from other offices in VSU	Messengerial Services	Brought & followed up of documents for approval	50	100	5.00	4.00	4.00	4.33	
		Efficient & effective janitorial services	Janitorial services	Clean and maintain the cleanliness of DMet office and its surroundings	100%	100%	4.00	4.00	4.00	4.00	
		MFO 2. Frontline Services									
		PI 1. Efficient and customer-friendly frontline service	Act as alternative front line service person	Entertains clientele	zero complain from cleints served	zero complain from cleints served	5.00	5.00	5.00	5.00	
		PI 2. Additional Outputs/Best Practices									
		Help in facilitating in the Youth Conference on Climate & Weather	Messengerial	Brought & followed up documents related to the Youth Conference on Climate and Weather			4.00	5.00	4.00	4.33	

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities	Task Assigned	Target	Actual Accomplishments	Rating				Remark(s)
							Quality	Efficiency	Timeliness	Average	
		Facilitate in the establishing of the physical set-up of the administrative office of the DMet	Janitorial services	Setting up of the physical set up of administrative office of DMet			5.00	5.00	5.00	5.00	
Total Points							23.0	23.0	22.0	13.3	
Total Over-all Rating							68.00				
Average Rating							4.53				
Adjectival Rating							Outstanding				

Average Rating (Total Over-all rating divided by 15)	4.53
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.53
ADJECTIVAL RATING	O

Comments & Recommendations for Development Purpose:

- should enhance the computer skills (i.e. basic microsoft productivity applications like word, etc)
- attend trainings on disaster-response skills enhancement.

Evaluated & Rated by:

CHARLINDO S. TORRION
Dean, College of Engineering
Date: _____

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

Recommending Approval:

ROBERTO C. GUARTE
Dean, College of Engineering & Technology
Date: _____

Approved:

BEATRIZ S. BELONIAS
VP, Instruction
Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2019Name of Staff: FELIX C. ABANERAPosition: 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		51			

B. Leadership & Management (For supervisors only to be rated by higher supervisor) - not included

	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					20
Average Score					51 = 4.64

Overall recommendation : _____


CHARLINDO S. TORRION
 Head, Department of Meteorology

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: FELIX C. ABANERA

Performance Rating: Very Satisfactory

Aim: To improve in the messengerial services and janitorial job in the Department of Meteorology.

Proposed Interventions to Improve Performance:

Date: May 6, 2018 Target Date: June 28, 2018

First Step:

Make a schedule for messengerial job especially that all departments under the College of Engineering are included for the said job. Also, he should check the classrooms and the areas assigned to Meteorology to maintain its cleanliness.

Result:

Regular schedule for messengerial services is established and followed: 9-10 AM and 2-3 PM every day except for urgent and important documents to bring & to follow up.

The cleanliness of the classrooms and assigned areas of the department are now maintained.

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

Next Step:

Always check and refer to the record book for effective and efficient messengerial services.

Outcome: Messengerial services are facilitated.

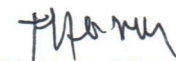
Final Step/Recommendation: None

Prepared by:


CHARLINDO S. TORRIOR

Head, Department of Meteorology

Conforme:


FELIX C. ABANERA
Name of Ratee /Staff