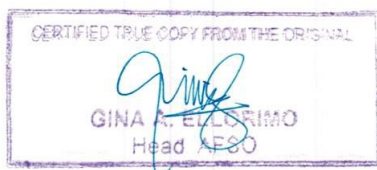


11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	⑤	4	3	2	1
12. Willing to be trained and developed	⑤	4	3	2	1
Total Score	57	475			
B. Leadership & Management (For supervisors only to be rated by higher supervisor)	Scale				
1. Demonstrates 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 over all 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 over all 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	23	4.6			
Average Score	4.68				

Overall recommendation : _____

QUEENEVERY L. ATUPAN
Name of Head



Instrument for Performance Effectiveness of Administrative Staff


Rating Period: March to June 2019Name of Staff: Eli, Danilita C..Position: Accountant I

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-routinary 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 routinary 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

CERTIFIED TRUE COPY FROM THE ORIGINAL



Head AFSO

[Signature]
 GINA A. SOLORIMO
 Head AFSSO

MFO 3. Finance Services and Management(Accounting Office)

	Pl 1. Number of financial statements, documents and reports prepared, reviewed, signed and submitted to COA, CHED, DBM and other agencies within the mandated time.	a. Reviewed and signed check disb journals, cash disbursement journals, cash receipts journal, consolidated journals, general journals and trial balance for all funds.	100	130	5	5	5	5	5	
		b. Prepared General Journal	4	5	5	5	5	5	5	
		c. Prepared Trial Balance for all funds.	16	20	5	5	5	5	5	
		d. Signed Electronic Remittance List for GSIS and BIR.	12	16	4	4	4	4	4	
		e. Reviewed and signed certificates of loan payments and premium remittances	7	7	5	5	5	5	5	
		f. Prepared Travel Request and, Itinerary of Travel and CTC.	24	24	5	5	5	5	5	
		g. Reviewed and signed Bank Reconciliation Statements, Schedule of Accounts Receivable and Schedule of Office Supplies Inventory.	27	32	5	4	4	4	433	
		g. Prepared and reviewed Liquidation Reports, Schedule of Depreciation and Schedule of Cash Advance from Employees.	85	91	5	5	5	5	5	
		h. Reviewed FAR Reports and Statement of Actual Obligations and Balances.	8	8	5	5	5	5	5	
	Pl 2. Number of college Report of Aging of Cash Advances submitted within the time.	Prepared Report of Aging of Cash Advances.	4	4	5	5	5	5	5	
	Pl 3. Number of college Statement of Cash Flows submitted within the time.	Prepared Statement of Cash Flows for all Funds.	8	8	5	5	5	5	5	

Exhibit P

FINAL INDIVIDUAL RATING FORM FOR ADMINISTRATIVE STAFF

Rating Period: March to June 2019

Name of Administrative Staff: **ELI, DANILITA C.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.87	70%	3.409
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.68	30%	1.404
TOTAL NUMERICAL RATING			4.81

TOTAL NUMERICAL RATING:

4.81

Add: Additional Approved Points, if any:

0

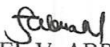
TOTAL NUMERICAL RATING:

4.81

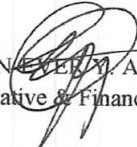
ADJECTIVAL RATING:

Outstanding

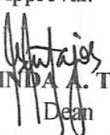
Prepared by:


FLORABEL V. ABRAHAN
Clerk

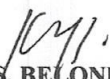
Reviewed by:

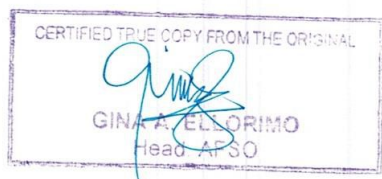

QUEENIE V. ATUPAN
Head, Administrative & Finance Services Office

Recommending Approval:


LUZVIMINDA A. TAJOS, Ph.D.
Dean

Approved:


BEATRIZ S. BELONIAS, Ph.D.
VP for Instruction



	Pl 4. Number of documents/transactions reviewed, evaluated, posted and signed.	a. Pre-audited vouchers and complete supporting documents.	250	287	4	5	5	4.67	
		b. Submitted all documents and reports to COA.	25	30	5	5	5	5	
		b. Posting of transactions to General Ledger and Subsidiary Ledgers updated every month.	290	342	5	5	5	5	
MFO 4. Records Management									
	Pl. 11. Number of filed documents.	Filed documents.	15	25	5	5	5	5	
MFO 5. Frontline Services									
	Pl 1. Efficient and customer-friendly frontline service.	Served and accommodated clients.	Zero percent complaint from clients served.	Zero percent complaint from clients served.	5	5	5	5	
	Pl 2. Best practices/new initiatives implemented.	Observed no noon-break	Zero percent complaint from clients served.	Zero percent complaint from clients served.	5	5	5	5	
Average Rating (Total Over-all rating divided by 4)									
Final Rating			11.2/23		Comments & Recommendations for Development Purpose:				
Adjectival Rating			4.87						
Evaluated & Rated by:			Outstanding						

Evaluated & Rated by:

Recommending Approval:

Approved by:


QUEEN EBERLY ATUPANA
 Head, Admin. & Finance


MARIA LUZVIMINDA A. TAJOS, Ph.D.
 College Dean


BEATRIZ S. BELONIAS, Ph.D.
 VP for Instruction



Comments & Recommendations for Development Purpose:

Continue to work efficiently and thank you for giving your best in every assigned task. You really did a great job!

Visayas State University
OFFICE OF THE VICE PRESIDENT FOR INSTRUCTION

Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

CERTIFIED TRUE COPY FROM THE ORIGINAL
GINA A. ELODIMO
Head AP-50

I, DANILITA C. ELI, Accountant I commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period March 18 to June 2019.


DANILITA C. ELI
Ratee

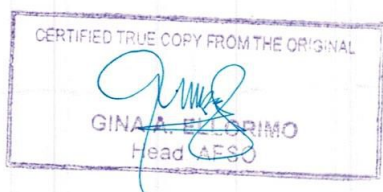
QUEEN-RENEE Y. LATIPAN
Head Supervisor

UMFO No.	MFO Description	Success/Performance Indicators	Task Assigned	Targets	Actual Accomplishments	Rating				Remarks
UMFO 5. Support to Operations(STO)										
MFO 1. Administration and Registration Services										
	Pl 1. Number of students enrolled and validated within the schedule regular registration period.		Evaluate balances and signed student clearance and statement of account.	15	18	4	4	4	4	
UMFO 6. General Administration and Support Services(GASS)										
MFO 1. Administrative and Support Services Management										
	Pl 1. Number of offices handled, number of services supervised, monitored and coordinated and number of personnel directly supervised.		100% supervised, monitored and coordinated	1 office supervised and 4 personnel directly supervised	1 office supervised and 4 personnel directly supervised	5	5	5	5	
	Pl 2. Number of management meetings and exit conference attended.		Attended management meetings and exit conference	2	3	5	5	5	5	
	Pl 3. Number of office equipment maintained per week.		Maintained the good condition of office equipment.	4	4	5	5	5	5	
	Pl 4. Number of DTR checked and signed.		DTR checked and signed	16	16	5	5	5	5	
MFO 2. Human Resource Management and Development										
	Pl. 1. Number of seminars and training attended.		Attended seminars / trainings	3	4	5	5	5	5	

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	4.83				
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 over all 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 over all 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	4.2				
Average Score	4.82				

Overall recommendation : _____


GINA A. ELLORIMO
Name of Head



Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, DANILITA C. ELI, Accountant I 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.

DANILITA C. ELI
Ratee

GINA A. ELORIMO
OIC/Head Supervisor

UMFO No.	MFO Description	Success/Performance Indicators	Task Assigned	Targets	Actual Accomplishments	Rating				Remarks
						A ¹	E ²	T ³	A ⁴	
UMFO 5. Support to Operations(STO)										
MFO 1. Administration and Registration Services										
	PI 1. Number of students enrolled and validated within the schedule regular registration period.		Evaluate balances and signed student clearance and statement of account.	25	31	4	5	4	4.33	4.33
UMFO 6. General Administration and Support Services(GASS)										
MFO 1. Administrative and Support Services Management										
	PI 1. Number of offices handled, number of services supervised, monitored and coordinated and number of personnel directly supervised.		100% supervised, monitored and coordinated	1 office supervised and 4 personnel directly supervised	1 office supervised and 4 personnel directly supervised	5	5	5	5	
	PI 2. Number of management meetings and exit conference attended.		Attended management meetings and exit conference	4	5	4	5	5	4.67	
	PI 3. Number of office equipment maintained per week.		Maintained the good condition of office equipment.	4	4	5	4	4	4.33	
	PI 4. Number of DTR checked and signed.		DTR checked and signed	20	48	5	5	5	5	4.75
MFO 2. Human Resource Management and Development										
	PI 1. Number of seminars and training attended.		Attended seminars / trainings	1	1	3	5	5	4.33	4.33
MFO 3. Finance Services and Management(Accounting Office)										



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2019Name of Staff: Eli, Danilita C.Position: Accountant I

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



	PI 1. Number of financial statements, documents and reports prepared, reviewed, signed and submitted to COA, CHED, DBM and other agencies within the mandated time.	a. Reviewed and signed check disb journals, cash disbursement journals, cash receipts journal, consolidated journals, general journals and trial balance for all funds.	200	224	3	5	5	4.33	
		b. Prepared General Journal	6	6	3	5	5	4.33	
		c. Prepared Trial Balance for all funds.	24	24	3	5	5	4.33	
		d. Signed Electronic Remittance List for GSIS and BIR.	12	30	3	5	5	5.0	
		e. Reviewed and signed certificates of loan payments and premium remittances	2	3	5	5	5	5.0	
		f. Prepared Travel Request and, Itinerary of Travel and CTC.	30	36	4	4	5	4.33	
		g. Reviewed and signed Bank Reconciliation Statements, Schedule of Accounts Receivable and Schedule of Office Supplies Inventory.	20	23	3	5	5	4.33	
		g. Prepared and reviewed Liquidation Reports, Schedule of Depreciation and Schedule of Cash Advance from Employees.	50	58	4	5	5	4.67	
		h. Reviewed FAR Reports and Statement of Actual Obligations and Balances.	8	8	3	5	5	4.33	
	PI 2. Number of college Report of Aging of Cash Advances submitted within the time.	Prepared Report of Aging of Cash Advances.	4	4	3	5	5	4.33	
	PI 3. Number of college Statement of Cash Flows submitted within the time.	Prepared Statement of Cash Flows for all Funds.	8	8	3	5	5	4.33	
	PI 4. Number of documents/transactions reviewed, evaluated, posted and signed.	a. Pre-audited vouchers and complete supporting documents.	650	821	4	5	5	4.67	
		b. Submitted all documents and reports to COA.	20	17	3	5	4	4.0	

Exhibit P

FINAL INDIVIDUAL RATING FORM FOR ADMINISTRATIVE STAFF

Rating Period: July to December 2019

Name of Administrative Staff: ELI, DANILITA C.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.59	70%	3.213
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.446
TOTAL NUMERICAL RATING			4.66

TOTAL NUMERICAL RATING:

4.66

Add: Additional Approved Points, if any:

0

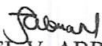
TOTAL NUMERICAL RATING:

4.66

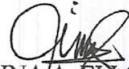
ADJECTIVAL RATING:

Outstanding


Prepared by:


FLORABEL V. ABRAHAN
Clerk


Reviewed by:

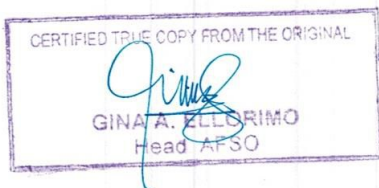

GINA A. ELDORIMO
Head, Administrative & Finance Services Office

Recommending Approval:


LUZVIMINDA A. TAJOS, Ph.D.
Dean

Approved:


BEATRIZ S. BELONIAS, Ph.D.
VP for Instruction



		b. Posting transactions to General Ledger and Subsidiary Ledgers updated every month.	500	620	4	5	5	4.67	4.48
MFO 4. Records Management									
	PI. 11. Number of filed documents.	Filed documents.	25	32	4	5	5	4.67	4.67
MFO 5. Frontline Services									
	PI 1. Efficient and customer-friendly frontline service.	Served and accommodated clients.	Zero percent complaint from clients served.	Zero percent complaint from clients served.	5	5	5	5	
	PI 2. Best practices/new initiatives implemented.	Observed no noon-break	Zero percent complaint from clients served.	Zero percent complaint from clients served.	5	5	5	5	5.0
Average Rating (Total Over-all rating divided by 4)					Comments & Recommendations for Development				
Final Rating					Purpose:				
Adjectival Rating					Continue to work diligently & efficiently keep up the good work.				

Evaluated & Rated by:

GINA A. ELLORIMO
GINA A. ELLORIMO
 OIC-Head, Admin. & Finance

Recommending Approval:

MARIA LUZ VILLANUEVA A. TAJOS, Ph.D.
MARIA LUZ VILLANUEVA A. TAJOS, Ph.D.
 College Dean

Approved by:

BEATRIZ S. BELONIAS, Ph.D.
BEATRIZ S. BELONIAS, Ph.D.
 VP for Instruction

Continue to work diligently & officially keep up the good work.

