

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JOCELYN T. CO**, of the **Office of the Director for Financial Management (ODFM)** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January-June, 2023.

JOCELYN T. CO

Ratee

Approved: *John Ampac*

LOUELLA C. AMPAC

Rater



MFO & PAPs	Success Indicators	Tasks Assigned	Target January-December , 2023	Details of Actual Accomplishment January-June, 2023	Percentage of Accomplishment	Rating				Remarks
						Q¹	E²	T³	A⁴	
Financial Documents	Percentage of financial documents approved and released on time	Received, stamps facsimile, encodes tracking number, releases approved documents in the Finance Management Office from Accounting Office	100% vouchers , payrolls and PO's approved (GAA, STF & IGP)	100% vouchers, payrolls and PO's approved (Gen.Fund, STF & Trust Funds)	100%	5.0	5.0	5.0	5.00	
		Received, stamps facsimile, encodes & releases approved documents in the Finance Management Office from Cash Office	100% (700/700) ACIC	340 ACIC	97%	4.0	5.0	4.0	4.33	
			100% (16,620/16,620) SLCI, NCA utilization, LDDAP	100% (10,500) SLCI, NCA utilization, LDDAP	126%	4.0	5.0	4.0	4.33	
			100% (18,450/18,450) Checks (Gen.Fund, STF & Trust Funds)	9,000 checks	97%	4.0	5.0	4.0	4.33	
			100% (20/20) personnel clearance	6 personnel clearance approved	60%	5.0	5.0	4.0	4.67	
		Acted referrals released	100% (130/130)	70 referrals	107%	5.0	5.0	4.0	4.67	
	Percentage of request received & served within the day upon receipt	Clients served within the day	100% (2,400/2,400) clients served (10 clients/day)	1,580 clients served (10 clients/day)	131%	5.0	5.0	5.0	5.00	
		Customer-Friendly Frontline Service	No Complaint	Zero Complaint	100%	5.0	5.0	5.0	5.00	
Administrative and Support Services Management	Percentage of Financial Reports/Budget related documents reproduced	Budgetary Proposals (Utilization of Income) for BOR Approval	100% (15/15) sets submitted for BOR approval	8 sets submitted for BOR approval	114%	4.0	5.0	4.0	4.33	

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Administrative and Support Services Management	Percentage of Financial Reports/Budget related documents reproduced and bind	Collates, sorts, reproduces, binds budgetary reports/requirements for Congress, Senate , DBM and PASUC	100% NEP (40 /40) sets of FY 2024 budgetary reports submitted	100% Without NEP 10 sets of FY 2024 budget proposals submitted	100%	5.0	5.0	5.0	5.00	
	Prepares Lab Share Documents	Working Paper computation of Dept. share and university share and advice to the different offices	100 % prepared and distributed	100 % prepared and distributed	100%	5.0	5.0	5.0	5.00	
	Percentage of documents/vouchers prepared for processing and reports encoded for on line submission to DBM	Drafted communications, prepared documents for reimbursements, liquidations, OIC, transmittal letters and encoded reports for online submission to DBM	100% (150/150) documents prepared and submitted	150 documents prepared and submitted	200%	5.0	5.0	4.0	5.00	
Total Over-all Rating						56.0	60.0	53.0	56.67	
Average Rating (Total Over-all rating divided no. of task assigned))				4.62		Comments & Recommendations for Development Purpose: Needs training/seminar to uplift more interest and updates related to her assigned task.				
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING				4.62						
ADJECTIVAL RATING										

Evaluated & Rated by:

LOUELLA C. AMPAC

Finance Management Director

Date: 7/17/23

Recommending Approval:

LOUELLA C. AMPAC
Finance Management Director

Date: 7/17/23

Approved:

DANIEL LESLIE S. TAN
VP for Admin. and Finance

Date: 7/18/23

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June, 2023

Name of Staff: JOCELYN T. CO

Position: Administrative 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		60				

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		25				
Average Score		5				

Overall recommendation : deserves a promotion

Louella C. Ampac
LOUELLA C. AMPAC 7/10/23
 Finance Management Director

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **JOCELYN T. CO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.62	70%	3.24
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
TOTAL NUMERICAL RATING			4.74

TOTAL NUMERICAL RATING: 4.74

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.74

FINAL NUMERICAL RATING 4.74

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:


JOCELYN T. CO 7/17/23
Admin. Aide VI

Reviewed by:


LOUELLA C. AMPAC 7/17/23
Immediate Supervisor

Recommending Approval:


DANIEL LESLIE S. TAN 7/18/23
Vice-Pres. for Admin. and Finance

Approved:


EDGARDO E. TULIN 7/18/23
President