



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Dahlia R. Arpoceple

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.92	70%	3.444
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
TOTAL NUMERICAL RATING			4.92

TOTAL NUMERICAL RATING: 4.92
Add: Additional Approved Points, if any: 0
TOTAL NUMERICAL RATING: 4.92

FINAL NUMERICAL RATING 4.92

ADJECTIVAL RATING: Outstanding

Prepared by:
Dahlia R. Arpoceple
Name of Staff

Reviewed by:
Queen-Every Y. Atupan
Department/Office Head

Recommending Approval:

Rysan C. Guinocor
Dean/Director

Approved:

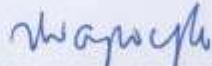
Edgardo E. Tulin
Vice President

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **DAHLIA R. ARPOCEPLE**, an administrative staff of the **CASH OFFICE** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of **JULY 1 to DECEMBER 31, 2023**.

Approval:


DAHLIA R. ARPOCEPLE

Ratee
2/8/24


QUEEN-EVER Y. ATUPAN
Head of Unit
2/8/24

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
UGAS5. SUPPORT TO OPERATIONS										
OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS										
ODAS STO 1:	ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	Fast, Efficient & customer friendly frontline service	95% of clients rated services as very satisfactory or higher	100% of clients rated services as very satisfactory or higher	5	5	5	5.00	
		PI. 2 Number of administrative processes implemented in accordance with existing approved quality procedures	Implement processes in accordance with existing approved QPs	2 processes implemented according to QP	2 processes implemented according to QP	5	5	5	5.00	
		PI. 3 Number of Reports submitted to COA	Submit reports of checks issued (soft and hard copies) as requested	17 COA reports	19 reports	5	5	5	5.00	
		PI. 4 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor	Preparation and filing of evidences	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	5	5	5	5.00	

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
OVPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS										
ODAS STO 3:	ARTA aligned frontline services	Pl. 9 Efficient & customer friendly frontline service	Customer friendly frontline service	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5.00	
OVPAF STO4: INNOVATIONS & BEST PRACTICES										
ODAS STO 4:	Innovations & new Best Practices Development Services	Pl. 10. Number of new systems/innovations/proposals introduced and implemented	Preparation of documents needed.	1 new system	1 new system	5	5	5	5.00	
UMFO6: General Administrative and Support Services (GASS)										
OVPAF GASS 1: Administrative and Support Services Management										
ODAS GASS 1:	Administrative and Support Services	Pl. 17 Number of administrative services and financial/ administrative documents acted within time frame	Preparation, encoding and printing of communications and documents requested by clients	42 requests/ administrative documents (clearances, readmission, etc.)	45 requests/ administrative documents (s, etc.)	5	5	5	5.00	
		Pl. 18 No. of linkages with external agencies maintained	Maintain a good working relationship and linkage with Landbank, COA and other agencies	3 Linkages (COA, BOT, LBP, Philhealth, GSIS, HDMF)	8 Linkages (COA, BOT, Ched, LBP, Philhealth, GSIS,HDMF, Leyeco, etc.)	5	5	5	5.00	
		Pl. 20 No. of Man Com meetings attended and staff meetings presided and counselling sessions among staff conducted	Preparation, encoding and printing of Notice of Meeting	6 staff meetings	3 staff meetings	5	4	4	4.33	
		Pl.21 Number of Management Reports prepared for Procurement, planning purposes and ISO audit evidence (OTP, WFP,OTP,etc)	Preparation, encoding and printing of reports	2 reports	2 reports	5	5	4	4.67	

[illegible]

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
Average Rating (Total Overall rating divided by 17)		4.92	Comments & Recommendations for Development Purpose: Recommended her for higher position.							
Additional Points:										
Punctuality										
Approved additional points(with copy of approval)										
FINAL RATING		4.92								
ADJECTIVAL RATING		Outstanding								

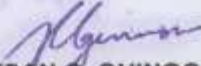
Evaluated & Rated by:


QUEEN-EVERY Y. ATUPAN

Dept./Unit Head

Date: 2/8/24

Recommending Approval:


RYSAN C. GUINOCOR

Director, Administrative Services

Date: 2/12/24

Approved by:


EDGARDO E. TULIN

Vice President for Admin. & Finance

Date: 2/19/24

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average