

PERFORMANCE RATING SHEETPeriod: JULY-DECEMBER 2023NAME OF CONTRACT OF SERVICE (COS) PERSONNEL: VIRLY MAE M. VAÑOPOSITION: ASSISTANT BOOKKEEPEROFFICE: DA- Philippine Carabao Center at VSU


ACTIVITY	OUTPUT INDICATOR	TARGET	ACCOM- PLISHMENT	Quantity (1)	Quality (2)	Timeliness (3)	
I. PERFORMANCE: Based on actual duties and responsibilities (75 %)							
1. Prepares Journal Entry Voucher	No. of Reports Check Issued posted	200	655	5	4	4	4.33
2. Prepares Monthly Check Disbursement Journal	No. of reports	6	5	3	4	4	3.67
3. Entry Data for Budget Utilization Database	No. of Budget Utilization Report and purchase request encoded.	500	1652	5	4	4	4.33
4. Prepares for the Return of Investment (ROI) for the Institutional Herd	No. of reports	6	5	3	4	4	3.67
5. Prepare for Posting payments of suppliers.	No. of documents	10	21	5	4	4	4.33
6. Posting of Cash Advances to Ledger Card	No. of documents	6	6	4	4	4	4.00
7. Segregate and compile of monthly disbursed vouchers paid thru check including its supporting documents, into original copy to duplicate and triplicate copy.	Percentage	100%	100%	4	4	4	4.00

8. Assist in routing of documents (e.g. DV, checks, LDDAP-ADA & generate ACIC)	Percentage	100%	100%	4	4	4	4.00
9. Perform other functions designated by immediate supervisor.	Percentage	100%	100%	4	4	4	4.00
A. Total Performance Rating = Sum of 1+2+3							36.33
B. Ave. Performance Rating = A / No. of Items							4.04
C. Final Performance Rating = B x 0.75							3.03

II. OTHER FACTORS (25 %)	
D. Initiative (10%)	5
E. Autonomy (work with minimal supervision) (5%)	4
F. Punctuality (5 %)	4
G. Others (Teamwork, Courtesy, Good Manners and Right Conduct / GMRC) (5 %)	5
H. Rating of Other Factors in %	4
I. $D \times 10\%$	0.5
J. $E \times 5\%$	0.2
K. $F \times 5\%$	0.2
L. $G \times 5\%$	0.25
M. Final Other Factors Rating (Sum of I+J+K+L)	1.15
III. FINAL RATING = C+M	4.18
IV. Final Adjectival Rating*	Very Satisfactory

Name of COS Personnel:

Rated By:


VIRLY MAE M. VAÑO
 Signature over Printed Name


IVY FE M. LOPEZ
 Immediate Supervisor

Reviewed By:

Approved:


FRANCISCO G. GABUNADA JR.
 Center Director

CARO B. SALCES
 OIC-Executive Director