



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MONA NENA B. GERALDO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.78	4.78 x 70%	3.35
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	4.83 x 30%	1.45
TOTAL NUMERICAL RATING			4.80

TOTAL NUMERICAL RATING: 4.80
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.80


FINAL NUMERICAL RATING 4.80

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


MONA NENA B. GERALDO
Admin. Aide III 7/20


Reviewed by:


MYRNA S. PANCITO
Head, Budget 7/20

Recommending Approval:


LOUELLA C. AMPAC 7/20
Financial Management Director

Approved:


REMBERTO A. PATINDOL 7/20
Vice President for Admin. & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Mona Nena B. Geraldo**, of the Budget 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 **January 1-June 30, 2021**.

MONA NENA B. GERALDO

Ratee **7/20**

Approved:

MYRNA S. PANCITO

Head of Unit **7/20**

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Certified Financial Documents/ Reports	Number of liquidation of obligations completed with in prescribed period, error free	Prepares liquidation of obligations under fund 101, fund 164 and 161 to determine actual disbursement/payments to payees.	7,000 obligations for liquidation	6,700 obligations liquidated ; 95.71%	5	5	5	5	
	Number of prepared ORS and vouchers for fund transfer	Prepares ORS and vouchers for satellite campuses for fund transfer	75 fund transferred document	24 fund trasferred documents ; 96.00%	4	5	5	4.667	
	Number of financial reports assisted, error free	Assist supervisor in preparing financial reports	38 budgetary reports	40 reports; 105.26%	4	5	5	4.67	
	Percentage of datas/reports encoded in the system	Assist in encoding datas to URS and OSBP	100%	100%	5	5	5	5	
Administrative Support Services and Management	Efficient & Customer-friendly frotnline services	Entertain clients and observe no noon break policy	Zero percent complaint from clients served	Zero Complaint	5	5	5	5	
	Percentage of office documents filed	Files and retrieves office documents	100% compliant	100%	4	5	4	4.33	
Total Over-all Rating				4.78	27	30	29	28.67	
Average Rating :					Comments & Recommendations for Development Purposes:				
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING									
ADJECTIVAL RATING									

Evaluated & Rated by:

MYRNA S. PANCITO

Head, Budget Office

Date: **7/20**

Recommending Approval:

LOUELLA C. AMPAC

Financial Management Director

Date: **7/20**

Approved by:

REMBERTO A. PATINDOL

Vice President for Admin & Finance

Date: **7/20**

Legend:

1 - Quality

2 - Efficiency

3- Timeliness

4 - Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY-JUNE 2021

Name of Staff: Mona Nena B. Geraldo Position: **ADMINISTRATIVE AIDE III**

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					
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					
58					
Average Score					
4.83					

Overall recommendation : _____

myrna s. pancito 7/20
MYRNA S. PANCITO
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Mona Nena B. Geraldo

Performance Rating: Outstanding

Aim: To develop the employee's competitiveness among colleagues and to explore new ways of delivering outputs.

Proposed Interventions to Improve Performance:

Date: January Target Date: June 2021
2021

First Step: Send to Commission on Audit (COA) training entitled Laws and Rules on Government Expenditures.

Result: To provide a common understanding and uniform interpretation of Laws, rules and Regulations on government expenditures and disbursement.

Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Recommend to attend training/workshop on LARGE.

Prepared by:

MYRNA S. PANCITO
Head 2/20

Conforme:

MONA NENA B. GERALDO 2/20

PERFORMANCE MONITORING FORM

Name of Employee: MONA NENA B. GERALDO

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output *	Over-all assessment of output**	Remarks/ Recommendation
1	Prepares liquidation of obligation under fund 101, 164 and 161 to determine actual disbursement/payments to payee.	Liquidated funds under RAF, IGF and BRF.	Monthly & Quarterly from January-June 2021	Monthly & Quarterly from January-June 2021	Monthly & Quarterly from January-June 2021	Very Impressive	Outstanding	
2	Prepares ORS and vouchers for Satellite Campuses fund transfer.	Number of prepared ORS for fund transfer	If needed	If needed	If needed	Impressive	Outstanding	
3	Assist supervisor in preparing financial reports.	Number of financial reports assisted, error free	Quarterly from January-June 2021	Quarterly from January-June 2021	Quarterly from January-June 2021	Very Impressive	Outstanding	
4	Assist in encoding datas to URS and OSBP.	Percentage datas encoded in the system	Monthly & Quarterly from January-June 2021	Monthly & Quarterly from January-June 2021	Monthly & Quarterly from January-June 2021	Very Impressive	Outstanding	
5	Efficient and customer-friendly frontline services	Entertained clients and observed no noon break policy	Daily from January-June 2021	Daily from January-June 2021	Daily from January-June 2021	Very Impressive	Outstanding	Zero Complaint
6	Functions as dDRC of the Office	Filed and retrieved ISO-related documents.	If needed	If needed	If needed	Impressive	Outstanding	

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

Myrna S. Pancito
MYRNA S. PANCITO
 Head