


VALERIE C. VALENZONA
Ratee

QUEEN-EVER Y. ATUPAN
Head of Unit

[illegible]

No.	MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
ODAS STO 4:	Innovations & new Best Practices Development Services	PI. 10. Number of new systems/innovations/proposals introduced and implemented	Implement the new system to further improve disbursement services	1 new system	1 new system	5	5	5	5.00	
UMFO6: General Administrative and Support Services (GASS)										
VPAF GASS 1: Administrative and Support Services Management										
ODAS GASS 1:	Administrative and Support Services	PI. 17 Number of administrative services and financial/ administrative documents acted within time frame	Preparation, encoding and printing of communications and documents	6 requests/ administrative documents	6 requests/ administrative documents	5	5	5	5.00	
		PI. 18 No. of linkages with external agencies maintained	Maintain a good working relationship and linkage with Landbank, COA and other agencies	8 Linkages (COA, BOT, LBP, Philhealth, GSIS,HDMF, Palawan, Cebuana)	8 Linkages (COA, BOT, LBP, Philhealth, GSIS,HDMF, Palawan, Cebuana)	5	5	5	5.00	
		PI.20 No. of Man Com meetings attended and staff meetings presided and counselling sessions among staff conducted	Attend monthly staff meeting	6 staff meeting	6 staff meeting	5	5	5	5.00	
		PI.21 Number of Management Reports prepared for Procurement, planning purposes and ISO audit evidence (OTP, WFP,OTP,etc)	Consolidates, encodes and prints IPCRs with supporting documents	4 reports	4 reports	5	5	4	4.67	
ODAS GASS 4: Cashiering Services										
CASH MFO1	Administration Support Services & Management	PI1. Number of communications prepared for bank updating and other cash transactions	Preparation and printing of communications and documents requested by clients	6 requests/ (communications to LBP for the closed accounts,etc.)	6 requests/ (communications to LBP for the closed accounts,etc.)	5	5	5	5.00	
		PI2. Number of monthly monitoring of NCA utilization per expense accounts prepared and submitted to management for decision making	Preparation and submission of monthly monitoring of NCA utilization per expense accounts	3 monitoring (for the period Jan.- Mar. 2023)	3 monitoring	5	5	5	5.00	

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CASH MFO2	Disbursement /Processing	PI1. Number of approved vouchers and payrolls acted within prescribed period and error free	Conduct a final review of vouchers & payrolls as to completeness of signatures and attachments	1,500 approved payrolls and vouchers	2,019 approved payrolls and vouchers	5	5	5	5.00	
		PI2. Number of checks, LDDAP, ACIC and PAC'S issued and released within three days	Preparation, encoding and printing of checks, PACS, LDDAP and ACIC	January-March 2023: 150 checks; 100 entries of LDDAP-ADA; 1,500 entries of PACS	287 checks; 183 entries of LDDAP-ADA; 3,261entries of PACS	5	5	5	5.00	
		PI3. Number of Purchase Orders paid	Conduct a final review of the purchase order as to completeness of signatures and attachments	50 Purchase Orders	102 Purchase Orders	5	5	5	5.00	
CASH MFO3	Financial reports preparation	PI1. Number of daily/monthly financial reports of all funds prepared, consolidated, approved and submitted to accounting office with complete supporting document within the prescribe time, error free.	Report preparation, encoding and printing of RCIC, RADAI, SLCI for Regular Agency Fund (General Fund 101) and RAAF	January-March 2023 : 3 RCIC reports; 12 RADAI reports; 3 SLCI reports Jan.-Nov. 2023 : 5 RAAF reports	3 RCIC reports; 56 RADAI reports; 3 SLCI reports; 5 RAAF reports	5	5	4	4.67	
CASH MFO4	Collection Services	PI1. Number of official receipts issued for collection and posted in the system.	Collect fees and issue official receipts to students and clients	1,000 official receipts issued	15,687 official receipts issued	5	5	5	5.00	
		PI2. Number of deposits of daily collection following COA rules to be deposited intact on the following working day.	Prepare deposit slips and deposit intact daily collection the next banking day	250 deposits	1,044 deposits	5	5	5	5.00	
Total Over-all Rating			89.00	Comments and Recommendations for Development Purpose:						
Average Rating			4.94							
Additional Points:										
Punctuality										
Approved additional points (with copy of approval)										
FINAL RATING			4.94							
ADJECTIVAL RATING			Outstanding							

Recommended her for higher position.

Evaluated and Rated by:


QUEEN EVER Y. ATUPAN

Unit Head

Date: _____

Recommending Approval:


RYSAN C. GUINOCOR

Director for Administrative Services

Date: _____

Approved by:


EDGARDO E. TULIN

Vice President for Admin. & Finance

Date: _____

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average