



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **GINA A. LORETO**

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.51 | 70% | 3.16 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.58 | 30% | 1.37 |
| TOTAL NUMERICAL RATING | | | 4.53 |

TOTAL NUMERICAL RATING: 4.53

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.53

FINAL NUMERICAL RATING: 4.53

ADJECTIVAL RATING: **Outstanding**

Prepared by:

GINA A. LORETO

Admin. Aide VI

Reviewed by:

NICK FREDDY R. BELLO

OIC-Head, Accounting Office

Recommending Approval:

LOUELLA C. AMPAC

Director, Financial Management Office

Approved:

DANIEL LESLIE S. TAN

Vice President for Administration and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **GINA A. LORETO**, of the Accounting 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-June, 2023

Administrative support
services

GINA A. LORETO
Ratee

Approved:

NICK FREDDY R. BELLO
Head of Unit

| MFO & PAPs | Success Indicators | Tasks Assigned | Jan-June 2023 | Percentage of Accomplishments of June, 2023 | Details of Accomplishment | Details of Accomplishment | Rating | | | | Remarks |
|---|--|--|---------------|---|---|---------------------------|---|----------------|----------------|----------------|---------|
| | | | target | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| DISBURSEMENT/ PROCESSING SERVICES | Number. of projects controlled error free | Control Project/Releases under NGAS (20201050) funded by DA-BAR, CHED, PCARRD, DENR, DOST & NEDA | 20 | 100% | Controlled 20 projects | 20 | 5 | 5 | 5 | 5.00 | |
| | | Prepares Journal monthly balance per projects | 20 | 100% | Monitored 20 projects | 20 | 5 | 5 | 5 | 5.00 | |
| | Number of financial documents | Obligates vouchers, payrolls, & PO's under NGAS accounts | 200 | 100% | Obligated 40 financial docs (5 copies each) | 200 | 5 | 5 | 5 | 5.00 | |
| | | Earmarks PR's, Contracts, Appointments under NGAS accounts | 60 | 100% | Earmarks 12 documents (x 5 copies) | 60 | 5 | 5 | 5 | 5.00 | |
| | Number of financial documents obligated/liquidated error free | Encode the obligated voucher, payrolls & PO's, under NGAS accounts | 300 | 117% | Encoded 71 financial docs (x5 cps-3+14) | 350 | 5 | 5 | 5 | 5.00 | |
| | | Post check number to the obligated documents | 300 | 100% | Posted 300 financial docs. | 300 | 5 | 5 | 5 | 5.00 | |
| BOOKKEEPING SERVICES | Number of quarterly and terminal financial project reports with supporting schedules prepared and submitted to funding agencies within the mandated time | Prepare Financial Report of each project | 60 | 100% | Prepare 60 reports | 60 | 4 | 4 | 4 | 4.00 | |
| | | Prepares schedule of recapitulated liquidations of each projects | 60 | 100% | Prepare 60 schedules | 60 | 4 | 4 | 4 | 4.00 | |
| | | Prepares schedule of accounts payable for each projects | 60 | 100% | Prepare 60 schedules | 60 | 4 | 4 | 4 | 4.00 | |
| | | Prepares liquidation report of accounts payable of the previous year of each projects | 60 | 100% | Prepare 60 schedules | 60 | 4 | 4 | 4 | 4.00 | |
| | | Prepare Terminal Report as project requires | 15 | 67% | Prepare 5 TAFR | 10 | 4 | 4 | 3 | 3.67 | |
| Innovation & Best Practices Services or Continual & Improvement & Management Services | Number of Innovations for improved university operations | Process immediately the financial documents as long as funds is available | 1 | 100% | | 1 | 5 | 5 | 5 | 5.00 | |
| | Number of best practices achieved | Liquidate the financial documents | 1 | 100% | | 1 | 4 | 4 | 4 | 4.00 | |
| Total Over-all Rating | | | | | | | 59 | 59 | 58 | 58.67 | |
| Average Rating (Total Over-all rating divided by # of Additional Points: | | | | | | 4.51 | Comments & Recommendations for Development Purpose: Transferred to Registra's Office effective June 13, 2023. <i>Attend trainings relevant to functions.</i> | | | | |
| Punctuality | | | | | | | | | | | |
| Approved Additional points (with copy of approval) | | | | | | | | | | | |
| FINAL RATING | | | | | | 4.51 | | | | | |
| ADJECTIVAL RATING | | | | | | Outstanding | | | | | |

Evaluated and Rated by:

NICK FREDDY R. BELLO
NICK FREDDY R. BELLO
Accountant II

Date: _____
 1 - quality
 2 - efficiency
 3 - timeliness
 4 - average

Recommending Approval:

LOUELLA C. AMPAC
LOUELLA C. AMPAC
Director of Finance

Date: _____

Approved:

DANIEL LESLIE S. TAN
DANIEL LESLIE S. TAN
VP for Admin and Finance

Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan. 1-June

Name of Staff: **GINA A. LORETO**

Position: Admin. AideVI

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 | | 55 | | | | |

| 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 | | N/A | | | | |
| Average Score | | 4.58 | | | | |

Overall recommendation : _____



NICK FREDDY R. BELLO
OIC-Head, Accounting Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **GINA A. LORETO**

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 1 Target Date: December 2023

First Step:

Training on financial management and other accounting functions

Training/Seminar on LARGE

Result: Improved Performance

Date: _____ Target Date: _____

Next Step: Recommend for Promotion

Outcome: _____

Final Step/Recommendation:

Prepared by:



NICK FREDDY R. BELLO

Unit Head

Conforme:



GINA A. LORETO

Name of Ratee Faculty/Staff