



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Ma. Melissa F. Mendoza

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.90	70%	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
TOTAL NUMERICAL RATING			4.91

TOTAL NUMERICAL RATING: 4.91
Add: Additional Approved Points, if any: 0
TOTAL NUMERICAL RATING: 4.91

FINAL NUMERICAL RATING 4.91

ADJECTIVAL RATING: Outstanding

Prepared by:
MA. MELISSA F. MENDOZA
Name of Staff

Reviewed by:
QUEEN EVER Y. ATUPAN
Department/Office Head

Recommending Approval:

LOUELLA C. AMPAC
Dean/Director

Approved:

REMBERTO A. PATINDOL
Vice President

"Exhibit B

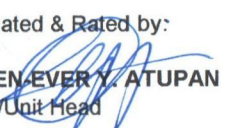
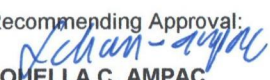
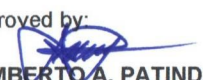
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Ma. Melissa F. Mendoza , of the Cash Division 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 January 1, 2020 to June 30, 2020.


MA. MELISSA F. MENDOZA
 Ratee

Approved by: 
QUEEN EVER Y. ATUPAN
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage of Actual Accomplishment	Rating				Remarks
						Q	E	T	A	
MFO1 ADMINISTRATION SUPPORT SERVICES & MANAGEMENT	Customer Friendly Frontline Services	Responsive and facilitated clients request.	zero complaint	zero complaint	100%	5	5	5	5.00	
MFO2 FINANCIAL MANAGEMENT : Disbursement/ Processing Services	Number of funds disbursed with approved documents with customer satisfaction and error free.	Encoded check entries to BAUM	4,300	4,400	108%	4.8	4.8	4.8	4.80	
	Number of withdrawals of student deposit.	Generated checks for fund 101T, 101 Cebou, STF Cebu, 101T Cebu, AREC, PCC, KR2 jackfruit and RF 161	4,300	4,400	108%	5	5	5	5.00	
		Recorded checks issued to the corresponding Bank Cash Book	4,300	4,400	108%	5	5	5	5.00	
		Updated/monitored balances of Bank Cash Book	10	10	100%	5	4.5	5	4.83	
		Posted the assigned check number to the payrolls/vouchers.	3,000	3,300	102%	5	4.5	5	4.83	
		Encoded PACS for ATM Payroll of Job Orders of 101T, IGP and AREC.	3,500	3,300	110%	5	4.5	4.5	4.67	

		Prepared Summary of PACS	140	140	100%	5	5	5	5.00	
		Prepared Special Cash Advances	2	2	100%	5	5	5	5.00	
		Disbursed/paid approved vouchers/payrolls below PhP500.00 of all funds under MOOE	300	500	120%	5	5	4.5	4.83	
		Recorded paid vouchers/payrolls to their corresponding Bank Cash Book.	300	500	120%	5	4.5	4.5	4.67	
		Prepared replenishment for the paid vouchers/payrolls	25	26	103%	5	5	5	5.00	
		Prepared liquidation report for the said Petty Cash Fund.	3	4	125%	5	5	5	5.00	
MFO6 INNOVATION & BEST PRACTICES SERVICES	Number of best practices achieved	Immediate response of claims and inquiry.	1	1	100%	5	5	5	5.00	
Total Over-all Rating		68.63								
Average Rating (Total Over-all rating divided by 14)		4.90		Comments & commendations for Development Purpose: Recommended for promotion. Attend skills development training and is encouraged to maintain a healthy lifestyle for better health.						
Additional Points:										
Punctuality										
Approved additional points(with copy of approval)										
FINAL RATING		4.90								
ADJECTIVAL RATING		OUTSTANDING								
Evaluated & Rated by:  QUEEN EVER Y. ATUPAN Dept./Unit Head Date: _____		Recommending Approval:  LOUELLA C. AMPAC Dean/Director Date: _____		Approved by:  REMBERTO A. PATINDOL Vice President Date: _____						
1 - Quality		2 - Efficiency		3 - Timeliness		4 - Average				



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2020

Name of Staff: Ma. Melissa F. Mendoza Position: Administrative Aide IV

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.

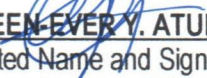
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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	59				
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					
Average Score	4.92				

Overall recommendation : Recommended for promotion. Attend skills development training and is encouraged to maintain a healthy lifestyle for better health


QUEEN-ELVER Y. ATUPAN
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ma. Melissa F. Mendoza
Performance Rating: 4.91

Aim: Improved performance in handling cash disbursement and liquidation of cash advances.

Proposed Interventions to Improve Performance:

Date: January 1, 2020 Target Date: March 31, 2020

First Step: Monitor liquidation of cash advances and review supporting documents in the replenishment of petty cash funds and suggest improvements.

Result: Cash advances were properly liquidated within the prescribed time.

Date: April 1, 2020 Target Date: June 30, 2020

Next Step: Assist her in sending money through remittance agencies as part of the new procedures and solutions to improved disbursement services amidst the COVID19 pandemic.

Outcome: Liquidation of cash advances were properly facilitated despite various constraints.


Final Step/Recommendation:

Recommended for promotion. Attend skills development training and is encouraged to maintain a healthy lifestyle for better health.

Prepared by:


QUEEN-EVER Y. ATUPAN
Unit Head

Conforme:


MA. MELISSA F. MENDOZA
Name of Ratee Faculty/Staff