

PERS EL RECORDS AND PERF ANCE EVALUATION OFFCE

Visca Baybay City, Leyte 6521-A, Philippines

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COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Nar	ne of Administrative Staff:D	ahlia R. Arpocepl	le	
	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 NUM	MERICAL RATING	4.91
TO	TAL NUMERICAL RATING:	4.9	1	

TOTAL NUMERICAL RATING: Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:	4.91 0 4.91
FINAL NUMERICAL RATING	4.91
ADJECTIVAL RATING:	Outstanding
Prepared by: DAHLIA R. ARPOCEPLE Name of Staff	QUEEN-EVER Y. ATUPAN Department Office Head

Recommending Approval:

LOUELLA C. AMPAC
Dean/Director

Approved:

REMBERTO A. PATINDOL
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Dahlia R. Arpoceple, administrative staff of the Cash 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 of January 2020 to June 30, 2020.

DAHLIA R. ARPOCEPLE

Warragh

Ratee

Approved by:

UEEN EVERY ATUPAN

Head of Unit

				Actual	Percentage of		R	ating			
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Accomplish ment	Actual Accomplish ment	Q	Е	Т	Α	Remarks	
	Customer Friendly Frontline Services	Responsive and facilitated clients request.	zero complaint	zero complaint	100%	5	5	5	5.00		
MANAGEMENT : Disbursement/	Number of funds disbursed with approved documents with customer satisfaction and error free.	Encoded check entries to BAUM	700	771	110%	5	5	5	5.00		
		Generated checks for Fund 164 STF	700	771	110%	5	5	5	5.00		
		Recorded checks issued to the corresponding Bank Cash Book	700	771	110%	5	5	5	5.00		
\ \		Updated/monitored balances of Bank Cash Book	20	28	140%	5	4.5	4.5	4.67		
		Posted the assigned check number to vouchers.	1,000	1,100	110%	5	4.5	5	4.83		
		Encoded PACS for ATM Payroll of Job Orders of Fund 164 STF	2,000	2,482	124%	5	5	4.5	4.83		
		Number of pages Prepared Summary of PACS	70	77	110%	5	5	5	5.00		

Number of monthly financial reports of all funds prepared, consolidated, approved and submitted to accounting office with complete supporting document within the prescribe time, error free.											
Consolidated, approved and submitted to accounting office with complete supporting document within the prescribe time. error free. Cross checked paid vouchers/payrolls against the cash book Stamped "Paid" to paid vouchers and payrolls of the assigned funds. Generated, binded and submitted Report of Checks Issued and Cancelled. Additional Outputs Number of hours spent in the preparation of PPMP 2021 and PP.	×			30	34	113%	5	5	4.5	4.83	
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			4.90								
	ADJECTIVAL RATING										

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QUEEN EVER Y. ATUPAN Dept /Unit Head

Date:

Recommending Approval:

LOUELLA C. AMPAC

Dean/Director

Date:

Approved by:

REMBERTO A. PATINDOL

Vice President for Admin & Finance

Date:



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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: _	January – June 2020			
Name of Staff:	Dahlia Arpoceple	Position:	Administrative Aide VI	

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)					Э	
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		4	3	2	1



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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		
	eadership & Management (For supervisors only to be rated by higher supervisor)		5	Scale	9	
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	
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	
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	
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	
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	
	Total Score					
	Average Score	e 4.92				

Overall recommendation

Attend cash management seminar and other skills development trainings for advancements.

QUEEN EVER Y. ATUPAN
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Dahlia R. Arpoceple Performance Rating: 4.91
Aim:Improved Disbursement Services and Reporting
Proposed Interventions to Improve Performance:
Date:January 1, 2020 Target Date:March 31, 2020
First Step: Train her and orient her with her new assignments.
Result: She was properly trained and was able to improve the disbursement services of Fund 164 including the submission of reports before deadlines.
Date: April 1, 2020 Target Date: June 30, 2020 Next Step: Teach her on how to update the balances of the Cash Book for STF 164 check disbursements.
Outcome: Updating of Cash Book balances was implemented
Final Step/Recommendation:
Attend cash management seminar and other skills development trainings for advancements.
Prepared by: Output Output
Conforme:

DAHLIA R. ARPOCEPLE

Name of Ratee Faculty/Staff