



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Dahlia R. Arpocele

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:
DAHLIA R. ARPOCEPLE
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

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Dahlia R. Arpocele , 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.

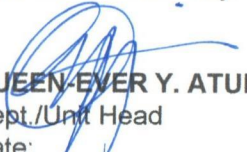
Dahlia R. Arpocele
DAHLIA R. ARPOCEPLE
 Ratee

Approved by: *Queen Every Y. Atupan*
QUEEN EVERY Y. ATUPAN
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplish ment	Percentage of Actual Accomplish ment	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	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.	Prepared Report of Check Issued and Cancelled for Fund 164 STF	30	34	113%	5	5	4.5	4.83	
		Cross checked paid vouchers/payrolls against the cash book	700	771	110%	5	5	5	5.00	
		Stamped "Paid" to paid vouchers and payrolls of the assigned funds.	1,500	1,871	125%	5	5	5	5.00	
		Generated, binded and submitted Report of Checks Issued and Cancelled.	30	34	113%	5	5	4.5	4.83	
	Additional Outputs	Number of hours spent in the preparation of PPMP 2021 and PR.	4	6	150%	5	4.5	5	4.83	
	dDRC	Number of hours spent in ISO preparation	4	5	125%	5	5	4	4.67	
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									73.50	
Average Rating (Total Over-all rating divided by 15)		4.90	Comments & Recommendations for Development Purpose: Attend cash management seminar and other skills development trainings for advancements.							
Additional Points:										
Punctuality										
Approved additional points(with copy of approval)										
FINAL RATING		4.90								
ADJECTIVAL RATING		Outstanding								


Evaluated & Rated by:


QUEEN-VER 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: _____

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average



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


QUEEN-EVERY 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

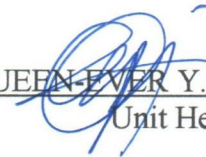
Next Step: Teach her on how to update the balances of the Cash Book for STF 164 check disbursements.

Outcome: Updating of Cash Book balances was implemented

Final Step/Recommendation:

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

Prepared by:


QUEEN EVER Y. ATUPAN
Unit Head

Conforme:


DAHLIA R. ARPOCEPLE
Name of Ratee Faculty/Staff