

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF


Name of Administrative Staff: LOUELLA C. AMPAC

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	4.93 x 70%	3.45
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	5.00 x 30%	1.50
TOTAL NUMERICAL RATING			4.95

TOTAL NUMERICAL RATING: 4.95
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.95

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


JOCELYN T. CO
Admin. Aide VI

Reviewed by:


REMBERTO A. PATINDOL
VP for Admin. & Finance

Recommending Approval:



REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LOUELLA C. AMPAC**, of the Office of the Director for Finance (ODF) commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July 1 to December 31, 2018.


LOUELLA C. AMPAC
Ratee

Approved:


REMBERTO A. PATINDOL
VP for Admin. & Finance

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage of Accomplishment as of December 31, 2017	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
Budget Formulation and Financial Management	No. of Budget Proposals for GAA prepared, endorsed by UADCO for BOR approval	Consolidates budget proposals submitted by different departments/centers/offices/units as basis for budget proposal	1 volume of budget proposal for 2019 submitted on time to governing bodies, error free	1 volume of budget proposal for 2019 submitted on time to governing bodies, error free	100%	5.0	5.0	5.0	5.00	
	A) General Fund - Budget per NEP for endorsement to the University President for approval	Prepares/revises 1 volume of budget per NEP for endorsement to the University President for approval	1 volume of revised budget based on 2019 Hard Ceiling	1 volume of revised budget based on 2019 Hard Ceiling	100%	5.0	5.0	5.0	5.00	
	B) Income - No. of budget proposals on utilization of income endorsed by UADCO for BOR approval	Prepares quarterly proposals for utilization of income endorsed by UADCO for BOR approval	10 budget proposals for utilization of income including proposals related to Finance	10 budget proposals for utilization of income including proposals related to Finance	100%	5.0	5.0	5.0	5.00	
	Number of payroll, vouchers, student clearances & withdrawals within a day from receipt	Signs and approves payroll, vouchers & student deposits/clearances within a day from receipt	8,900 payrolls, vouchers, clearance	9,100 payrolls, vouchers, clearance	102%	5.0	5.0	5.0	5.00	
	Number of checks, SLCI, NCA Utilization, LDDAP and ACIC within the day from receipt	Prepares, consolidates and approves reports for submission within mandated time	7,365 checks and docs signed and approved	8,154 checks and docs signed and approved	102%	5.0	5.0	5.0	5.00	

Budget Formulation and Financial Management	No. of financial reports prepared and approved, for submission to governing bodies (DBM) within mandated time, error free	Prepares, consolidates and approves reports for submission within mandated time	52 reports prepared and submitted	60 reports prepared and submitted	115&%	5.0	5.0	4.0	4.67	
	No. of reports submitted to DBM, CHED, PASUC, NEDA	Prepares, and approves reports for submission within mandated time	60 sets of FY 2019 budgetary reports submitted	60 sets of FY 2019 budgetary reports submitted	100%	5.0	5.0	5.0	5.00	
Administrative Services	Number of offices supervised, monitored & coached (Accounting, Budget & Cash Offices)	Supervised, monitored & coached 3 offices	3 offices supervised, monitored and coached	3 offices supervised, monitored and coached	100%	5.0	5.0	5.0	5.00	
	Membership to Committees (BAC, NAPB, Scholarship, GAD & PMT)	Participates in meetings	90 meetings attended/participated	96 meetings attended/participated	106%	5.0	5.0	4.0	4.67	
	No. of written referrals received	Acted on referrals from OP, OVPAF and other departments/offices	62 acted referrals	68 acted referrals	109%	5.0	5.0	5.0	5.00	
	No. verbal referrals encountered	Acted on referrals from clients and higher supervisors	70 acted referrals	75 acted referrals	107%	5.0	5.0	5.0	5.00	
Total Over-all Rating						55.0	55.0	53.0	54.3	
Average Rating (Total Over-all rating divided by # of				4.93						
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING										
ADJECTIVAL RATING				4.93						

Evaluated & Rated by:


REMBERTO A. PATINDOL
 VP for Admin. & Finance

Date: _____

Recommending Approval:


REMBERTO A. PATINDOL
 VP for Admin. & Finance

Date: _____

Approved:


EDGARDO E. TULIN
 President

Date: _____

- 1 - quality 3 - timeliness
 2 - efficiency 4 - average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY 1 – DECEMBER 31, 2018

Name of Staff: LOUELLA C. AMPAC

Position: Director for Finance


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	60				
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	25				
Average Score	5.0				

Overall recommendation : _____


REMBERTO A. PATINDOL
Vice-Pres. for Admin. and Finance

PERFORMANCE MONITORING FORM

July - December, 2018

Name of Employee: LOUELLA C. AMPAC

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all Assessment of Output**	Remarks/Recommendation
1	Consolidates budget proposals submitted by different departments/centers/offices/unit as basis for budget proposal	Consolidated budget proposals	Various dates from July-Dec., 2018	within July-Dec., 2018	within July-Dec., 2018	<i>Very impressive</i>	<i>Outstanding</i>	
2	Prepares quarterly proposals for utilization of income endorsed by UADCO for BOR approval	Prepared quarterly proposals for utilization of income for UADCO and BOR approval	Various dates from July-Dec., 2018	Various dates from July-Dec., 2018	Various dates from July-Dec., 2018	<i>Very Impressive</i>	<i>Outstanding</i>	
3	Signs student deposits/ clearance and approves payrools, vouchers below fifty (5) thousand	Signed student deposits/clearances and approved payrools, vouchers below fifty (5) thousand	Various dates from July-Dec., 2018	within July-Dec., 2018	within July-Dec., 2018	<i>Impressive</i>	<i>Very Sat.</i>	
4	Prepares, consolidates and approves reports for submission within mandated time	Prepared consolidated and approved reports for submission	(FARs) July 25, 2018 and Oct. 15, 2018 (DBM required reports for Budget 2019) between Sept.-Oct., 2018	(FARs) July 30, 2018 and Oct. 15, 2018 (DBM required reports for Budget 2019) between Sept.-Oct., 2018	(FARs) Aug. 5, 2018 and Oct. 15, 2018 DBM required repts were submitted within the deadline dates	<i>Very impressive</i>	<i>Outstanding</i>	
5	Supervises, monitors and coaches 3 offices	Supervised, monitored and coached 3 offices	Various dates from July-Dec., 2018	Various dates from July-Dec., 2018	Various dates from July-Dec., 2018	<i>Very Impressive</i>	<i>Outstanding</i>	

PERFORMANCE MONITORING FORM
July - December, 2018


Name of Employee: LOUELLA C. AMPAC

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all Assessment of Output**	Remarks/Recommendation
6	Participates in meetings	Participated meetings	Various dates from July-Dec., 2018	Various dates from July-Dec., 2018	Various dates from July-Dec., 2018	<i>Impressive</i>	<i>Very Sat.</i>	
7	Acts on referrals from OP, OVPAF, and other departments/offices in the university	Acted on referrals from different departments/offices in the university	Various dates from July-Dec., 2018	Various dates from July-Dec., 2018	Various dates from July-Dec., 2018	<i>Very Impressive</i>	<i>Outstanding</i>	

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


REMBERTO A. PATINDOL
Vice-pres. for Admin. and Finance

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : LOUELLA C. AMPAC
Performance Rating: **Outstanding**

Signature: 

Aim: For effective financial management.

Proposed Interventions to Improve Performance:

Date: July , 2018 Target Date: September 30, 2018

First Step:

Proper planning on 2020 requirements for BP 202 Proposal for New Projects submitted to NEDA, DPWH and DBM.

Result:

On time submission of Proposals for New Projects to the different requesting offices.

Date: September 30, 2018 Target Date: December 13, 2018

Next Step:

Attend Training on Working Towards Personal Effectiveness on November 20-23, 2018

Outcome: Making the best use of time and making use of the resources, in order to perform to the best of our ability in our workplace.

Final Step/Recommendation:

Recommend to attend trainings and improve on financial management.

Prepared by:



REMBERTO A. PATINDOL
Vice-Pres. for Admin. and Finance