



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.96	70%	3.472
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.500
TOTAL NUMERICAL RATING			4.97

TOTAL NUMERICAL RATING: 4.97

Add: Additional Approved Points, if any: 0

TOTAL NUMERICAL RATING: 4.97

FINAL NUMERICAL RATING 4.97

ADJECTIVAL RATING: Outstanding

Prepared by:

QUEEN EVER Y. ATUPAN
Name of Staff

Reviewed by:

RYSAN C. GUINOCOR
Dean/Director

Approved:

ELWIN JAY V. YU
Vice President



CASH OFFICE

Visayas State University, PQWW+RJM Baybay City, 6521 Leyte
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"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **QUEEN-EVER Y. ATUPAN**, Head 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 1 to JUNE 30, 2024**.

Approval:

QUEEN-EVER Y. ATUPAN

Ratee

7/25/24

RYSAN C. GUINOCOR

Director for Administrative Services

07/25/2024

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
UGAS5. SUPPORT TO OPERATIONS										
VPAF STO 1: ISO aligned management and administrative support services										
ASO STO 1: ISO 9001:2015 aligned documents and compliant processes										
ASO/ STO 1:	ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	Fast, Efficient & customer friendly frontline service	95% of clients rated services as very satisfactory or higher	95% of clients rated services as very satisfactory or higher	5	5	4	4.67	
		PI. 3 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor	Monitor the filing of communications, evidences and reports for ISO audit purposes.	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	5	5	5	5.00	
		PI. 4 Number of administrative processes implemented in accordance with existing approved quality procedures	Implement processes in accordance with existing approved QPs	2 processes implemented according to QP	2 processes implemented according to QP	5	5	5	5.00	
		PI. 5 Number of Reports submitted to COA	Prepare Monthly Accountability Report for checks. Review and sign all daily/weekly financial reports to be submitted to COA	100 COA reports	974 COA reports	5	5	4	4.67	

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
		PI 6. Number of Reports submitted to COA, QAC, Accounting Office, ASO, FMO and other regulatory bodies	Prepare Cash Disbursement Report/Liquidation Report, Statement of NCA Difficiency. Review and sign various reports to be submitted to Acctg and other offices.	60 reports	974 reports	5	5	5	5.00	
		PI 7. Percentage of updating and encoding of records in the database	Manage the updating and posting of payments from students. Update records in the Cash Office Database abd back up system.	100% monthly updating and posting of payments using the Cumulus System	100% monthly updating and posting of payments using the Cumulus System	5	5	5	5.00	
VPAF STO 2: FREEDOM OF INFORMATION (FOI) ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS										
ASO STO 2. FOI aligned frontline services										
ASO STO 2:	FOI aligned frontline services	PI 8. Percentage of requested information acted within the time frame set by FOI	Prepare and review the requested documents.	100% submission	100% submission	5	5	5	5.00	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS										
ASO STO 3:	ARTA aligned frontline services	PI. 9 Efficient & customer friendly frontline service	Responsive and Facilitative to clients request	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5.00	
VPAF STO4: INNOVATIONS & BEST PRACTICES										
ODAS STO 3:	Innovations	PI. 11. Number of new systems/innovations/proposals introduced and implemented	Implement and operationalize the posting of bank advices through the new features of the Landbank EMDS system.	1 new system	3 new system/innovations	5	5	5	5.00	1. WeAccess enrollment of Unifast Account, etc. 2.Loading ACIC for MDS Fund transactions through the emds system. 3. Created a GC between Cash and Procurement for easy tracking and follow up of transactions.

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
ODAS STO 4:	New Best Practices Development Services	PI. 13. Number of seminar conducted/presided	Orient other office with the Cash Office process and procedures	1 seminar conducted	1 seminar conducted	5	5	5	5.00	
UMFO6: General Administrative and Support Services (GASS)										
VPAF GASS 1: Administrative and Support Services Management										
ASO GASS 1:	Administrative and Support Services	PI. 15 Number of administrative services and financial/ administrative documents acted within time frame	Review and sign requests, documents, clearances, readmission, registrar issuance form and request to open a new bank account with Landbank and transfer of payments to other bank accounts, etc.	400 requests/ administrative documents (clearances, readmission, Registrar issuance forms, opening of new accounts and transfer of payments to other bank accounts, etc.)	772 requests/ administrative documents (clearances, readmission, Registrar issuance forms, opening of new accounts and transfer of payments to other bank accounts, etc.)	5	5	5	5.00	
		PI 16: Number of committee assignments served/functions performed	Perform the functions mandated and assigned to each committee assignment.	1 Committee assignments served	2 Committee assignments served	5	5	5	5.00	
		PI 17: Number of ManCom Meetings attended	Attend management Committee meetings and present Monthly accomplishments and others.	5 Mancom meetings attended	6 Mancom meetings attended	5	5	5	5.00	
		PI. 18 No. of linkages with external agencies maintained	Maintain a good working relationship and linkage with Landbank, COA and other agencies	8 Linkages (COA, BOT, LBP, Philhealth, GSIS, HDMF, Palawan Pawnshop, Cebuana Lhuillier)	11 Linkages (COA, BOT, LBP, Philhealth, GSIS, HDMF, Palawan Pawnshop, Cebuana Lhuillier, DBP, CHED, Leyeco, etc)	5	5	5	5.00	

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
		PI 19. Number of staff meetings presided and counselling sessions conducted	Preside monthly staff meeting and conduct coaching to staffs.	5 staff meetings presided and 5 coaching sessions conducted	6 staff meetings presided and 12 coaching sessions conducted	5	5	5	5.00	
		PI.20 Number of Management Reports prepared for Procurement, planning purposes and ISO audit evidence (OTP, WFP,OTP,etc)	Prepare and review the Management Reports, PPMP, PR and ISO audit evidence and planning Reports.	3 reports	10 reports	5	5	5	5.00	
		PI.21 Number of Office Monthly Accomplishment Report, Quarterly Accomplishment Report and Annual Reports prepared for Management monitoring and planning purposes	Prepare and review Monthly, Quarterly and Annual Accomplishment Reports.	6 reports	13 reports	5	5	5	5.00	
ASO GASS 3.4: Collection and Disbursement Services										
CASH MFO1	Administration Support Services & Management	PI1. Number of communications prepared for bank updating and other cash transactions	Prepare communications and emails to BOT, COA, Landbank, G SIS, Ched and other service providers.	50 communications	80 communications	5	5	5	5.00	
		PI2. Number of monthly monitoring of NCA utilization per expense accounts prepared and submitted to management for decision making	Prepare, monitor and review estimates for the monthly NCA balances and Utilization report submitted to management for decision making.	6 monitoring and NCA Utilization Status reports	8 monitoring and NCA Utilization Status reports	5	5	5	5.00	

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
CASH MFO2	Disbursement /Processing	PI1. Number of approved vouchers and payrolls acted within prescribed period and error free	Review and sign vouchers and payrolls and facilitate the preparation of PACs and checks for payment.	1,750 approved payrolls and vouchers	8,978 approved payrolls and vouchers	5	5	5	5.00	
		PI2. Number of checks, LDDAP, ACIC and PAC'S issued and released within three days	Review and sign checks, LDDAP, ACIC and PACs. Monitor and facilitate the order and request for additional check booklets for all funds.	1,500 checks; 6,000 entries of PACS and LDDAP	2,944 checks; 22,399 entries of PACS and LDDAP	5	5	5	5.00	
		PI3. Number of Purchase Orders paid	Review Purchase Orders for payment	300 Purchase Orders	682 Purchase Orders	5	5	5	5.00	
		PI4. Number of Cash advances and Petty Cash Fund Maintained/facilitated for University Cash Disbursements.	Review and sign petty cash replenishment and prepare and review liquidation reports.	2 cash advance/Petty Cash Funds	6 cash advance/Petty Cash Funds	5	5	5	5.00	
CASH MFO3	Financial reports preparation	PI1. Number of daily/monthly financial reports of all funds prepared, consolidated, approved and submitted to accounting office with complete supporting document within the prescribe time, error free.	Review and sign daily/monthly financial reports of all funds and review all attached vouchers and supporting documents, to be submitted to Acctg. Office	600 daily/weekly reports 120 monthly reports	974 daily/weekly reports 162 monthly reports	5	5	4	4.67	
CASH MFO4	Collection Services	PI1. Number of official receipts issued for collection and posted in the system.	Monitor and supervise the collection and issuance of official receipts. Request snapshots and bank certificates.	2,500 official receipts issued	25,004 official receipts issued	5	5	5	5.00	
		PI2. Number of deposits of daily collection following COA rules to be deposited intact on the following working day.	Monitor and review daily deposits and collection reports making sure that all collections are deposited intact on the following banking day.	500 deposits	1,417 deposits	5	5	5	5.00	

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
		PI3. Number of Collection Reports from Partner Remittance agencies being verified, posted and monitored.	Review and verify daily remittance reports from Partner Remittance Agencies.	60 reports	196 reports	5	5	5	5.00	
		PI4. Number of clearances from students and employees reviewed, verified and signed.	Review and sign clearances and requests from students and employees.	50 clearances	200 clearances	5	5	5	5.00	
Total Over-all Rating									139.01	
Average Rating (Total Over-all rating divided by 28)		4.96	Comments & Recommendations for Development Purpose: Request CSC to conduct special Supervisory Development Course Track B.							
Additional Points:										
Punctuality										
Approved additional points(with copy of approval)										
FINAL RATING		4.96								
ADJECTIVAL RATING		OUTSTANDING								

Evaluated & Rated by:

RYSAN C. GUINOCOR

Director, Administrative Services

Date: 07/25/2024

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Recommending Approval:

RYSAN C. GUINOCOR

Director, Administrative Services

Date: 07/25/2024

Approved by:

ELWIN JAY V. YU

Vice President for Admin & Finance

Date: 07/25/2024

PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: CASH OFFICE

Head of Office: QUEEN-EVER Y. ATUPAN

Number of Personnel: 13

/	1st	Q U A R T E R
/	2nd	
	3rd	
	4th	

Activity Monitoring	MECHANISM			Remarks	
	Meeting		Memo		Others (Pls. specify)
	One-on-One	Group			
Monitoring Follow up status of tasks assigned to each staff. Monitor NCA balances and estimated payables to ensure 100% Utilization of Budget	Daily one on one with staff when needed. Weekly and as needed	Conducts staff meetings to update every one with the new issuances and needed innovations and to discuss problems, concerns and solutions to improve services. (Feb 8, May 10, March 22, etc.)	Notice of meetings		Daily or weekly monitoring and follow ups needed to accomplish desired outputs.
Coaching Ask the staff in charge of reports preparation to come up and implement the best possible ways to submit all the reports before deadlines with complete supporting documents.	Coaching one on one daily or weekly and as needed.	Conducts group briefings/meetings as to how to manage all the assigned tasks.			Assessment of each work assignments is needed to cope with the high work demands despite the limited manpower.

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

QUEEN-EVER Y. ATUPAN
Immediate Supervisor

Noted by:

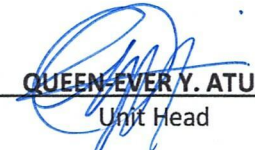
ATTY. RYSAN C. GUINOCOR
Next Highest Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
Cash MFO 3 FINANCIAL MANAGEMENT: CASH MANAGEMENT								
3.1 Disbursement Services	1. Prepares and generate checks for payment of all university transaction w/ processed approved documents.	Q.Y.Atupan, V. Valenzona, M.Mendoza, D. Arpoceple, K.Sendrome, J. Baslan, L. Dy, F.L. Dajao, L.Ampac, R.Guinocor, DL Tan & E.Tulin	Jan 1-June 30, 2024					Daily
	2. Prepares, generates PACS, LDDAP, & ACIC w/ processed approved documents for submission to LBP	Q.Y.Atupan, V. Valenzona, M.Mendoza, M. Oppura, D. Arpoceple, K.Sendrome, J. Baslan, L. Dy, F.L. Dajao, L.Ampac, R.Guinocor, DL Tan, N.Bello and E.Tulin	Jan 1-June 30, 2024					Daily
	3. Release and pay checks to payees.	PBL Urdaneta, K. Sendrome , J.Baslan, L.Dy, M. Oppura & Q. Atupan	Jan 1-June 30, 2024					Daily
3.2 Collection Services	1.Collects and receives payment of university income	C.Sacro, V.Valenzona, F. Calunangan, C. Mendez Q.Y.Atupan D. Arpoceple	Jan 1-June 30, 2024					Daily
	2.Prepare deposit slip & deposit intact to LBP	C.Sacro, V.Valenzona, Q.Y.Atupan	Jan 1-June 30, 2024					Daily
	3.Verifies fund transfer from other	QY Atupan , C.Sacro,	Jan 1-June					As needed

	sponsoring agencies	V. Valenzona	30, 2024					
3.3 Financial Reports	1. Prepares, generates and binds ROC, RCIC, RCD, RADAI and other reports for submission to Accounting Office and COA.	Q.Y.Atupan, V. Valenzona, M.Mendoza, D. Arpoceple, K.Sendrome, J. Baslan, L. Dy, F.L.Dajao, M.Oppura, M. Cayunda, F.Calunangan, C. Mendez & C.Sacro,	Jan 1- June 30, 2024					Daily, weekly and monthly
3.4 Student Services	1.Review and sign clearances from students	Celso F. Sacro J. Baslan, Q. Atupan, L. Dy, M. Oppura, FL Dajao, K.Sendrome	Jan 1- June 30, 2024					Mid-Term & Finals and as needed

Prepared by:


QUEEN EVER Y. ATUPAN
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Queen-Ever Y. Atupan
Performance Rating: 4.96

Aim: To develop leadership competencies

Proposed Interventions to Improve Performance:

Date: January 01, 2024 Target Date: March 31, 2024

First Step: Send her to attend Supervisory Development Course Track 3

Result: Handle current job description well and is ready to higher job description

Date: April 01, 2024 Target Date: June 30, 2024


Next Step: Mentor her in a higher position

Outcome: Smooth transitioning and maintaining excellent public service.

Final Step/Recommendation:

Request CSC to conduct special Supervisory Development Course Track 3.

Prepared by:


RYSAN C. GUINOCOR
Immediate Supervisor

Conforme:


QUEEN-EVER Y. ATUPAN
Name of Ratee Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2024

Name of Staff: Queen-Ever Y. Atupan

Position: Supervising Admin. Officer

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



CASH OFFICE

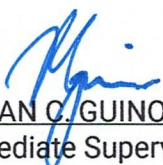
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Phone: +63 53 565 0600 Local 1011

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		5.00				
Overall recommendation: Request CSC to conduct special Supervisory Development Course Track 3.						


RYSAN C. GUINOCOR
 Immediate Supervisor