



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Peter Ben Laurice H. Urdaneta

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.85	70%	3.395
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
TOTAL NUMERICAL RATING			4.84

TOTAL NUMERICAL RATING: 4.84
Add: Additional Approved Points, if any: none
TOTAL NUMERICAL RATING: 4.84

FINAL NUMERICAL RATING 4.84

ADJECTIVAL RATING: Outstanding

Prepared by:

PETER BEN LAURICE H. URDANETA
Name of Staff

Reviewed by:

QUEEN-EVER Y. ATUPAN
Department/Office Head

Recommending Approval:

RYSAN C. GUINOCOR
Dean/Director

Approved:

DANIEL LESLIE S. TAN
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, PETER BEN LAURICE H. URDANETA, an Administrative Aide III (Casual) of the Cash Division commits to deliver and agree to be rated on the attainment of following targets in with the indicated measures for the period July 1 to December 31, 2022.

PETER BEN LAURICE H, URDANETA

Ratee

Date:

Approved:

QUEEN-EVER Y. ATUPAN

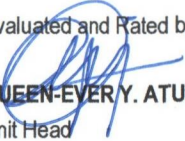


Head Cash Division Office

Date:

MFO & PAPs		Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UGAS5. SUPPORT TO OPERATIONS										
OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS										
ODAS/HRM 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	Facilitated and Accomodated various requests and inquiries from clients.	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 Number of administrative processes implemented in accordance with existing approved quality procedures	Implement processes in accordance with existing approved QPs	3 processes implemente d according to QP	3 processes implemented according to QP	5	5	4	4.67	

MFO & PAPs		Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
		PI.7 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor	Preparation and filling of evidences	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	5	5	5	5.00	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS										
ODAS/HRM STO 3:	ARTA aligned frontline services	PI. 9 Efficient & customer friendly frontline service	Fast, Efficient & customer friendly frontline service	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	5	5	5	5.00	
VPAF STO4: INNOVATIONS & BEST PRACTICES										
ODAS/HRM STO 4:	Innovations & new Best Practices Development Services	PI. 10. Number of new systems/innovations/proposals introduced and implemented	Propose Innovation in the conduct of remittances and payments to suppliers and other assigned tasks.	1 Innovation	1 Innovation	5	5	4	4.67	
UMFO6: General Administrative and Support Services (GASS)										
VPAF GASS 1: Administrative and Support Services Management										
ODAS/HRM GASS 1:	Administrative and Support Services	PI. 17 Number of administrative services and financial/ administrative documents acted within time frame	Prepare and print weekly travel to Ormoc & facilitate requests from Clients to pay various suppliers and service providers.	60requests of Clients (Pag-ibig loans, Deposit of payment to Bank)	60 requests of Clients (Pag-ibig loans, Deposit of payment to Bank)	5	5	5	5.00	

MFO & PAPs		Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark	
						Quality	Efficiency	Timeliness	Average		
		PI. 18 No. of linkages with external agencies maintained	Maintain a good working relationship and linkage with Landbank, COA, Suppliers and other agencies	8 Linkages (COA, Pag-ibig, LBP, Philhealth, GSIS)	8 Linkages (COA, Pag-ibig, LBP, Philhealth, GSIS)	5	5	5	5.00		
		PI.20 No. of Man Com meetings attended and staff	Attend monthly staff meeting	6 staff meetings	6 staff meetings	5	5	5	5.00		
ODAS/HRM GASS 4: Cashiering Services											
CASH MFO2	Disbursement /Processing	PI1. Number of approved vouchers and payrolls acted within prescribed period and error free	- Conduct a final review of vouchers & payrolls as to completeness of signatures and attachments Pay checks & deliver paid LDDAP ADA & BIR Certificates to suppliers and service providers Check & Verify correctness of Official Receipts issued by service providers and suppliers	500 approved payrolls/Vouchers 800 checks and 700 LDDAP paid to Suppliers & Service providers	500 approved payrolls/Vouchers	5	5	4	4.67		
						Comments and Recommendations for Development Purpose:					
Total Over-all Rating						43.67					Encourage him to seek CSC eligibility for career growth.
Average Rating						4.85					
Adjectival Rating						Outstanding					

MFO & PAPs	Success Indicator (SI)	Task Assigned	Target		Rating				Remark
				Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>Evaluated and Rated by:</p>  <p>QUEEN-EVERY Y. ATUPAN Unit Head</p> <p>Date: _____</p> </div> <div style="width: 30%;"> <p>Recommending Approval:</p>  <p>RYSAN C. GUINOCOR OIC, ODAS</p> <p>Date: _____</p> </div> <div style="width: 30%;"> <p>Approved:</p>  <p>DANIEL LESLIE S. TAN Vice-President for Admin and finance</p> <p>Date: _____</p> </div> </div> <div style="font-size: small;"> 1- Quality 2- Efficiency 3-Timeliness 4-Average </div>									



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2022

Name of Staff: Peter Ben Laurice H. Urdaneta Position: Admin. Aide III (Casual)

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		58				

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		0				
Average Score		4.83				

Overall recommendation : Encourage him to seek CSC eligibility for career growth.

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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Peter Ben Laurice H. Urdaneta
Performance Rating: 4.85

Aim: Remittances must be remitted before deadlines to avoid penalty.

Proposed Interventions to Improve Performance:

Date: July 01, 2022 Target Date: September 30, 2022

First Step: Monitor and remind him to follow up the processing of remittances and payment to service providers to avoid penalties.

Result: Remittances were remitted before deadlines and payment to service providers were paid before due dates.

Date: October 1, 2022 Target Date: December 31, 2022

Next Step: Instruct him to efficiently conduct the payment to suppliers and service providers and to prepare a summary of paid voucher per suppliers to facilitate the tracing of documents.

Outcome: Reports of Check Issued with vouchers and supporting documents were submitted before deadlines and summary of paid vouchers per suppliers was being maintained.

Final Step/Recommendation: Encourage him to seek CSC eligibility for career growth.

Prepared by:


QUEEN-EVER Y. ATUPAN
Unit Head

Conforme:


PETER BEN LAURICE H. URDANETA
Name of Ratee Faculty/Staff