

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF**

Name of Administrative Staff: WILMA V. NAPIERE

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
9. Numerical Rating per IPCR	4.93	4.93 x 70%	3.45
10. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.91	4.91 x 30%	1.47
TOTAL NUMERICAL RATING			4.92

TOTAL NUMERICAL RATING: 4.92
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.92

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


SANDRA C. TIU
Administrative Assistant III

Reviewed by:


ERLINDA S. ESGUERRA
Head, Accounting Office

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **WILMA V. NAPIERE**, of the Accounting 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 January 1 to June 30, 2017

Wilma Napiere
WILMA V. NAPIERE
 Ratee

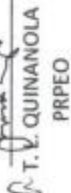
Approved:

Erinda S. Esguerra
ERLINDA S. ESGUERRA
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	2017 Target	Percentage of Accomplishment As of June 30, 2017	Actual Accomplishment	Rating				Remarks
						Q1	E2	T3	A4	
Bookkeeping Services	No. of entries encoded to Cash Receipt Journal recorded error free	Encodes and analyzes entries and prepares cash receipt journal for fund 101, 101Trust, VSU hospital, 164, senior high and 161	1,200	110%	encoded and recorded 1321 entries	5	5	5	5.00	
	Number of journal entry voucher prepared	Prepares journal entries for all cash receipts for fund 101, 101Trust, senior high, 161 and 164	60	120%	prepares 72 JEVS	5	5	5	5.00	
	No. of entries encoded to Cash Receipt Journal recorded error free	Encodes and analyzes entries and prepares check disb. Journal for fund 101Trust, VSU hospital and Cebu.	2,300	114%	encoded and recorded 2629 entries	5	5	5	5.00	
	Number of journal entry voucher prepared	Prepares journal entries for all ckj for 101Trust, VSU hospital and Cebu	15	120%	prepares 18 JEVS	5	5	4	4.67	
	Number of journal entry voucher prepared	Prepares journal entries vouchers and General Journals for Trust receipts	70	110%	prepares 77 JEVS	5	5	4	4.67	
	No. of schedules of cash advance prepared within the mandated time	Prepares quarterly Aging schedule of cash advances and receivables for trust receipts fund and for main and branch campuses advance for fund 101, 101T and branch campuses	6	100%	prepared 6 schedules of cash advance	5	5	4	4.67	
	Number of entries posted to subsidiary ledgers	Post entries to General Ledger for trust receipts Fund	300	118%	posted 356 entries	5	5	5	5.00	
	Number of monthly consolidated cash receipt journal for fund 101/101T	Prepares monthly consolidated cash receipt journal for fund 101T and branch campuses	24	100%	prepared 24 journal	5	5	5	5.00	
	Number of Trial Balance prepared	Prepare Trial Balance for Trust Receipts Fund	5	100%	prepared 5 TB	5	5	5	5.00	
	Number of bank reconciliation prepared	Prepares monthly bank reconciliation statement of MDS current and A/P with list of outstanding checks	12	100%	prepared 12 bank recon+F14	5	5	5	5.00	
	Number of entries posted to subsidiary ledgers	Post supplies and materials issued for the month and prepare summary as supporting documents fo JEV for Fund 164	10	100%	prepared 10 reports	5	5	5	5.00	

	Number of entries posted to subsidiary ledgers	Posts entries to subsidiary ledgers of cash in bank, cash advances, cash collecting officers, A/R, Other Receivables, loans receivables for main and branch campuses for trust receipts fund	750	113%	posted 844 entries	5	5	5	5.00	1.1253
	Number of entries posted to subsidiary ledgers	Prepares quarterly financial statements both summary and detailed	5	100%	prepared 5 reports	5	5	5	5.00	
	Number of reports prepared uired by other agencies within the mandated time	Prepares summary of income of 164, 161,101T and senior high	21	100%	prepared 21reports	5	5	5	5.00	
	Number of disbursement report	Prepares monthly breakdown of disbursement for fund 101	6	100%	prepared 6 reports	5	5	5	5.00	
	Total Over-all Rating					75	75	72	74.00	
Average Rating (Total Over-all rating divided by # of entries)										
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING										
ADJECTIVAL RATING										
Comments & Recommendations for Development Purpose:										
4.93										
Outstanding										

Received by:


T. L. QUINANOLA
PRPEO

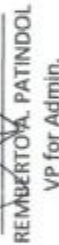
Date: _____

Calibrated by:


REMBERTO A. PATINDOL
PMT Chair

Date: _____

Recommending Approval:


REMBERTO A. PATINDOL
VP for Admin.

Date: _____

Approved:


EDGARDO E. TULIN
President

Date: _____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan 1-June 30, 2017

Name of Staff: Wilma Napiere Position: Administrative Aide IV

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						
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	59				
Average Score	4.91				

Overall recommendation : _____


 ERLINDA S. ESGUERRA
 Name of Head