

COMPUTATION OF FINAL INDIVIDUAL RATINGFOR
ADMINISTRATIVE STAFF


Name of Administrative Staff: LEONARDA P. OTIDA

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
21. Numerical Rating per IPCR	4.92	4.92 x 70%	3.44
22. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	4.83 x 30%	1.45
TOTAL NUMERICAL RATING			4.89

TOTAL NUMERICAL RATING: 4.89
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.89

ADJECTIVAL RATING: OUTSTANDING


Prepared by:


LEONARDA P. OTIDA
Administrative Aide III


Reviewed by:


ERLINDA S. ESGUERRA
Head, ACCOUNTING Office

Recommending Approval:



LOUELLA C. AMPAC
Director for Finance

Approved:

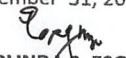

REMBERTO A. PATINDOL
Vice Pres. for Admin and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LEONARDA P. OTIDA, 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 July 1 to December 31, 2018


LEONARDA P. OTIDA
Ratee

Approved:


ERLINDA S. ESGUERRA
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	July-December 2018	Percentage of Accomplishments of Dec. 31, 2018	Details of Accomplishment	Details of Accomplishment	Rating				Remarks
			target				Q ¹	E ²	T ³	A ⁴	
DISBURSEMENT/ PROCESSING SERVICES	Number. of projects controlled error free	Control Project/Releases under NGAS (20201050) funded by DA-BAR, CHED, PCARRD, DENR, DOST & NEDA	40	118%	Controlled 45 projects	47	5	5	5	5	Control Projects
		Prepares Journal monthly balance per projects	40	118%	Monitored 45 projects	47	5	5	5	5	Journalize
	Number of financial documents	Obligates vouchers, payrolls, & PO's under NGAS accounts	500	300%	Obligated 1500 financial docs.	1500	5	5	5	5	obligates doc.
		Earmarks PR's, Contracts, Appointments under NGAS accounts	90	117%	Earmarks 100 documents	105	5	5	4	4.67	earmarks PR's, appt.
	Number of financial documents obligated/liquidated error free	Encode the obligated voucher, payrolls & PO's, under NGAS accounts	500	300%	Encoded 1500 financial docs.	1500	5	5	5	5	encoding
		Post check number to the obligated documents	500	130%	Posted 650 financial docs.	650	5	5	5	5	posting
BOOKKEEPING SERVICES	Number of quarterly and terminal financial project reports with supporting schedules prepared and submitted to funding agencies within the mandated time	Prepare Financial Report of each project	20	130%	Prepare 26 reports	26	5	5	4	4.67	Prepare FR's
		Prepares schedule of recapitulated liquidations of each projects	40	115%	Prepare 46 schedules	46	5	5	5	5	Prepare liqd'n report
		Prepares schedule of accounts payable for each projects	40	115%	Prepare 46 schedules	46	5	5	5	5	Prepare unliquid report
		Prepares liquidation report of accounts payable of the previous year of each projects	20	105%	Prepare 21 schedules	21	5	5	5	5	Prepare liqd'n on prev. report
		Prepare Terminal Report as project requires	2	200%	Prepare 4 reports	4	5	5	4	4.67	Prepare final FR
Innovation & Best Practices Services or Continual & Improvement & Management Services	Number of Innovations for improved university operations	Process immediately the financial documents as long as funds is available	1	100%	Processessing	3	5	5	5	5	on process
	Number of best practices achieved	Liquidate the the financial documents	1	100%	Posting liquidated docs.	3	5	5	5	5	on process
Total Over-all							65	65	62	64.0	

Average Rating (Total Over-all rating divided by # of entries)				4.92				Comments & Recommendations for Development Purpose:			
Additional Points:											
Punctuality											
Approved Additional points (with copy of approval)											
FINAL RATING											
ADJECTIVAL RATING											


Evaluated and Rated by:


ERLINDA S. ESGUERRA
Head Accounting Office

Date: _____

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

Recommending Approval:


LOUELLA C. AMPAC
Director, Finance

Date: _____

Approved:


REMBERTO A. PATIN DOL
Vice Pres. For Adm. & Finance

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan 1-June 30, 2018

Name of Staff: Leonarda P. Otida Position: Administrative Aide III


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	58				
Average Score	4.83				

Overall recommendation : _____



ERLINDA S. ESGUERRA

Name of Head

PERFORMANCE MONITORING FORM

Name of Employee: **LEONARDA P. OTIDA**

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	Control Project/Releases under NGAS (20201050) funded by DA-BAR, CHED, PCARRD, DENR , DOST & NEDA	Control Project/Releases under NGAS (20201050) funded by DA-BAR, CHED, PCARRD, DENR , DOST & NEDA	Daily	30 minutes after obligation	15 minutes after obligation	very impressive	outstanding	
2	Prepares Journal monthly balance per projects	Journal monthly balances	Monthly	5 days before a month	1 day before a month	very impressive	outstanding	
3	Obligates vouchers, payrolls, & PO's under NGAS accounts	Obligate vouchers,payroll, PO's	Daily	30 minutes after obligation	15 minutes after obligation	very impressive	outstanding	
4	Earmarks PR's,Contracts, Appointments under NGAS accounts	Earmarks PR's,Contracts, Appointments under NGAS accounts	Daily	30 minutes after earmarks	15 minutes after earmarks	impressive	very satisfactory	
5	Encode the obligated voucher, payrolls & PO's , under NGAS accounts	Encode the obligated voucher, payrolls & PO's , under NGAS accounts to BAOM	Daily	30 minutes after obligation	15 minutes after obligation	very impressive	outstanding	
6	Post check number to the obligated documents	Post check number to the obligated documents	Monthly	5 days before a month	2 days before a month	very impressive	outstanding	
7	Prepare Financial Report of each project	Prepare Financial Report of each project	Quarterly & semi-annual	10 days before end of quarter & semi annual	5 days before end of quarter & semi annual	very impressive	outstanding	
8	Prepares schedule of recapitulated liquidations of each projects	Prepares schedule of recapitulated liquidations of each projects	Monthly	5 days before a month	2 days before a month	very impressive	outstanding	
9	Prepares schedule of accounts payable for each projects	Prepares schedule of accounts payable for each projects	Monthly	5 days before a month	2 days before a month	very impressive	outstanding	
10	Prepares liquidation report of accounts payable of the previous year of each projects	Prepares liquidation report of accounts payable of the previous year of each projects	Monthly	5 days before a month	2 days before a month	very impressive	outstanding	
11	Prepare Terminal Report as project requires	Prepare Terminal Report as project requires	Year End of contract	10 dys before end of Contract	5 dys before end of Contract	very impressive	outstanding	
12	Process immediately the financial documents as long as funds is availble	Process immediately the financial documents as long as funds is availble	Daily	30 minutes after obligation	15 minutes after obligation	very impressive	outstanding	
13	Liquidate the the financial documents	Liquidate the the financial documents	Monthly	5 dys before a month	2 dys before a month	very impressive	outstanding	

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

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

Prepared by:


ERLINDA S. ESGUERRA
 Head, Accounting Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LEONARDA OTIDA
Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 1 Target Date: September 30, 2018

First Step:
Training on LARGE

Result: Improved Performance


Date: _____ Target Date: _____

Next Step:
Recommend for Promotion

Outcome: _____

Final Step/Recommendation:

Prepared by:


ERLINDA S. ESGUERRA
Unit Head

CONFORME:


LEONARDA P. OTIDA