

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATINGFOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: SANDRA C. TIU

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.93	4.93 x 70%	3.45
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	4.83 x 30%	1.45
TOTAL NUMERICAL RATING			4.90


TOTAL NUMERICAL RATING: 4.90
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.90

ADJECTIVAL RATING: OUTSTANDING

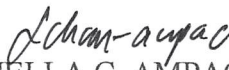
Prepared by:


SANDRA C. TIU
Administrative Assistant 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, **Sandra C. Tiu**, 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

Sandra C. Tiu
SANDRA C. TIU
(Ratee)

Erlinda S. Esguerra
ERLINDA S. ESGUERRA
Head of Unit


NO.	MFO & PAPs	Success Indicators	Task Assigned	July-Dec.2018 Target	Percentage of Accomplishments	Details of Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
ACCTG. MFO 1	Administrative & Support Services & Management	No. of external linkages for improved financial management developed/maintained	COA & DBM	2 External Linkages	100%	2 External Linkages	5	5	5	5.00	
ACCTG. MFO 2	Disbursement/Processing Services	No. of transactions encoded/recorded error free	01-RAF-Encodes & records entries to BAOM	5,850 entries encoded & recorded	148%	8,671 entries encoded & recorded	5	5	5	5.00	
		No. of vouchers, RIS and PR's prepared	Prepares vouchers, RIS, PR's and yearly PPMP with supporting documents needed for the office as petty cashier	15	133%	prepared 6 RIS, 8 PR's and 6 yearly PPMP	5	5	5	5.00	
ACCTG. MFO 3	Bookkeeping Services	No. of transactions posted error free	Posts transactions to SL and GL for Regular Agency Fund	4,500	107%	4,850	5	5	5	5.00	
		No. of entries consolidated error free	Consolidates CkDJ of the main campus under Regular Agency Fund	3,900	108%	4,250	5	5	5	5.00	
		No. of entries consolidated error free	Consolidates all transactions of the branch campuses such as CRJ, CDJ, CkDJ and post to General and subsidiary ledgers for Regular Agency Fund	300	173%	520	5	5	5	5.00	
		No. of journals prepared within the mandated time	Prepares journals and JEV for regular agency Fund	130	250%	326	5	5	5	5.00	
		No. of accounts maintained and posted	Maintains and post to subsidiary ledgers for cash advances and cash in bank accounts	18	100%	18	5	5	5	5.00	
		No. of entries for liquidation of cash advances	Prepares liquidation summary report for Regular Agency Fund	105	225%	236	5	5	5	5.00	
		No. of entries posted	Posts all report of supplies and materials issued to individual ledger cards under RAF	120	293%	352	5	5	5	5.00	
		No. of Trial Balance prepared within the mandated time	Prepares Trial Balance under Regular Agency Fund	6	100%	6	5	5	5	5.00	
		No. of schedules of A/R prepared within the mandated time	Prepares schedule of A/R, Other Payables, and Accounts Payable under RAF	10	120%	12	5	5	5	5.00	

NO.	MFO & PAPs	Success Indicators	Task Assigned	July-Dec.2018 Target	Percentage of Accomplishments	Details of Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
		No. of financial reports prepared within the mandated time	Prepares financial reports for submission to COA, DBM,GAS and other concerned agencies for RAf & All Funds	50	104%	52	5	5	5	5.00	
ACCTG. MFO 4	Innovation & Best Practices Services or Continual Improvement and Management Services	No. of operations manuals prepared, developed and approved		1	50%		4	4	4	4.00	on process
		No. of innovations for improved university operations		1	100%	1	5	5	5	5.00	Maintains soft copies of journals & other documents for future use
		No. of best practices achieved		1	100%	1	5	5	5	5.00	Immediate action on the request
	Total Over-all Rating						79	79	79	79	

Average Rating (Total Over-all rating divided by # of entries)				4.9375
Additional Points:				
Punctuality				
Approved Additional points (with copy of approval)				
FINAL RATING				4.9375
ADJECTIVAL RATING				Outstanding

Comments & Recommendations for Development
Purpose: To attend training on updates of accounting system

Eaualuated 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 Management Office

Date: _____

Approved:


REMBERTO A. PATINDOL
Vice-Pres.-Admin. & Finance

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1-Dec. 31, 2018

Name of Staff: Sandra S. Tiu Position: Administrative Assistant 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: TIU, SANDRA C.

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	COA & DBM	Documents received & posted	monthly	NCAs are posted the day upon receipt	NCAs are posted right after receipt	Impressive	Very Satisfactory	
2	01-RAF-Encodes & records entries to BAOM	Documents received & encoded	Daily	the day the documents are encoded	right after the documents are encoded	Very Impressive	Outstanding	
3	Prepares vouchers, RIS, PR's and yearly PPMP with supporting documents needed for the office as petty cashier	Prepared documents for processing	Monthly	as the need arises	as there is a need to prepare for a replenishment or reimb.	Very Impressive	Outstanding	
4	Posts transactions to SL and GL for Regular Agency Fund	SL and GL are posted	Monthly	5 days after reports are completed	2 working days after reports are completed	Very Impressive	Outstanding	
	Consolidates CkDJ of the main campus under Regular Agency Fund	Consolidated Check Disbursement Journal	Monthly	the day after consolidating MDS & LDDAP	4 hours after consolidating MDS & LDDAP	Very Impressive	Outstanding	
	Consolidates all transactions of the branch campuses such as CRJ, CDJ, CkDJ and post to General and subsidiary ledgers for Regular Agency Fund	Consolidated all transactions of the 4 satellite campuses	Monthly	3 days after receipt of reports from the CSIs	1 day after receipt of reports from the CSIs	Very Impressive	Outstanding	
	Prepares journals and JEV for regular agency Fund	Prepared Journal Entry Voucher	Monthly	the day after preparation of general journals	30 mins. after preparation of general journals	Very Impressive	Outstanding	
	Maintains and post to subsidiary ledgers for cash advances and cash in bank accounts	Maintained and posted SL for cash advances & cash in bank accounts	Monthly	right after all reports are done	45 mins. after all reports are done	Very Impressive	Outstanding	
	Prepares liquidation summary report for Regular Agency Fund	Prepared liquidation summary report	Monthly	right after CKDJs are prepared	30 mins after preparation of CKDJs	Very Impressive	Outstanding	

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
	Posts all report of supplies and materials issued to individual ledger cards under RAF	Posted entries from RSMI to individual ledger cards	Monthly	the day after receipt of RSMI	4 hours after receipt of RSMI	Very Impressive	Outstanding	
	Prepares Trial Balance under Regular Agency Fund	Trial Balance prepared	Monthly	10 days after consolidating, posting and preparing all the necessary transaction	5 days after consolidating, posting and preparing all the necessary transaction	Very Impressive	Outstanding	
	Prepares schedule of A/R, Other Payables, and Accounts Payable under RAF	Prepared schedules	Quarterly	5 days of the following month after the quarter ends	3 days of the following month after the quarter ends	Very Impressive	Outstanding	
	Prepares financial reports for submission to COA, DBM, GAS and other concerned agencies for RAF & All Funds	Financial reports prepared	Quarterly & Yearly	10 days of the following month after the quarter ends	8 days of the following month after the quarter ends	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: SANDRA S. TIU
Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 1 Target Date: October, 2018

First Step:

Attend PAGBA National Convention

Result:

Improved Performance

Date: _____ Target Date: _____

Next Step:

Recommend for promotion


Outcome: _____

Final Step/Recommendation:

Prepared by:


ERLINDA S. ESGUERRA
Unit Head

CONFORME :


SANDRA C. TIU
RATEE