



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **JENNIFER G. TINAJA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.85	70%	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.83

TOTAL NUMERICAL RATING: **4.83**

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING **4.83**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


JENNIFER G. TINAJA
Adm. Aide III

Reviewed by:


NICK FREDDY R. BELLO
OIC-Head, Accounting Office

Recommending Approval:


LOUELLA C. AMPAC
Director, Financial Management Office

Approved:


EDGARDO E. TULIN
Vice President for Administration and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JENNIFER G. TINAJA**, staff of the Accounting Office commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **July 1 to December 31, 2023**.

Prepared by:

Approval:

JENNIFER G. TINAJA

Ratee

Date: January 12, 2024

NICK FREDDY R. BELLO

Head of Unit

Date: January 12, 2024

Rating Equivalents:

- 5 - Outstanding
- 4 - Very Satisfactory
- 3 - Satisfactory
- 2 - Fair
- 1 - Poor

MFO & PAPs	Success Indicators	Task Assigned	Jan-Dec 2023 Target	Percentage of Accomplish ments	Details of Accomplishm ent	Rating				Remarks
						Q¹	E²	T³	A⁴	
UMFO5: SUPPORT TO OPERATIONS										
Acctg MFO1: ISO 9001:2015 aligned documents										
	Number of quality procedures maintained/prepared/revise d	Assist and perform the functions of the Documents and Records Controller (DRC) within the unit	5	100%	100%	5	5	5	5.0	Published Manual Procedure for Students' Account Services
Acctg MFO2: Innovation & best										
	Number of innovation for improved university operations	Assist in improving the design and feature of Cumulus One System	1	100%	100%	5	5	5	5.00	In-bank Payment and Report of Payment per Quarter added to Cumulus One System
	Number of best practices achieved	Use Microsoft Excel in creating Students' Account Index	1	100%	100%	5	5	5	5.00	Continual use of Microsoft Excel
UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES										
Acctg MFO 1: Administration Support Services & Management										
	PI1. Customer Friendly Frontline Service	Served clients with courtesy; immediate response to client needs and inquiries	100% no complaints	100%	100% no complain	5	5	5	5.00	Customer Feedback Form issued to clients

	PI2. Number of external linkages for improved financial management developed/maintained	Perform requirements of External linkages for improvement of Students' Account financial management record	4 External linkages (DOST, LBP, CHED and COA)	100%	100%	5	5	5	5.00	Accomplished required Financial Report
	PI3. Percentage of NCs received and acted upon	Practice ISO standard Requirement	Zero	100%	100%	5	5	5	5.00	No NC Received
	PI4. Percentage of CARs received and acted upon	Practice ISO standard Requirement	Zero	100%	100%	5	5	5	5.00	No CAR Received
Acctg MFO 4: Student Assessment Services										
	Number of students records of accounts maintained, validated and updated for Graduate, Tertiary and high school students	Compute, adjust and unlock students accounts in the cumulus system	7100 continuing students,	100%	1000 accounts	5	4	4	4.67	All students' fees posted on the Cumulus System
		Printed, Issue and Validate Temporary Clearance/ Exam Permit	3500 continuing Graduates and College students	100%	1000 temporary clearances	5	4	5	4.67	all temporary clearances fully printed and issued
		Generate and Update Assessment and Payments per semester	7100 continuing Graduates and College students	100%	10,024 students	5	5	5	5.00	With New enrolled students
		Prepare and Record Statement of Account	400 High School Students	100%	400 students	5	5	5	5.00	continual posting of payments
		Monitor and maintain the payments and unpaid accounts	7000 continuing students/ 5,000 old account	100%	10,024 continuing students/ 5,000 old account	5	4	4	4.33	With New enrolled students
	Number of quarterly Reports of Accounts Receivable, Monthly Report of Collection (per School Year) and Breakdown of Assessment per Semester prepared.	Generate and prepares quarterly report of Account Receivable and monthly report of collection (per school year and semester)	45 reports of accounts by semester	100%	46 reports of accounts	4	5	5	4.67	all reports have fully submitted

	Number of administrative services and financial/ administrative documents acted within time frame	countersign clearance/Readmission ; and print statement of accounts and certification of fees as requested	2000 request documents	100%	2000 request documents	5	5	5	5.00	Fully Accomplished requested documents
		Prepare billing statement for scholarship	100 scholars	100%	150 scholars	5	5	5	5.00	all scholars were fully paid
	Number of monthly Report of In-bank collection prepared	Verifies and prepares monthly report of In-bank collection	3 reports of collection	100%	6 reports of collection	5	4	4	4.33	all reports have fully submitted

Total Points:

79 76 77 77.67

Total Over-all Rating:	77.67
Average Rating (Total Over-all rating divided by # of entries)	4.85
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.85
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:
Attend Training on Accounting related Services

Evaluated and Rated by:



NICK FREDDY R. BELLO

OIC-Head, Accounting Office

Date: January 12, 2024

1 - quality 2 - efficiency

Recommending Approval:



LOUELLA C. AMPAC

Director, Financial Management Office

Date: 1/16/24

3 - timeliness

4 - average

Approved:



EDGARDO E. TULIN

Vice Pres. for Admin and Finance

Date: 1/16/24



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2023

Name of Staff: JENNIFER G. TINAJA

Position: Adm. 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		57				

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		N/A				
Average Score		4.75				

Overall recommendation : Recommended for promotion.


NICK FREDDY R. BELLO
 OIC-Head, Accounting Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JENNIFER G. TINAJA**

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: 1/15/24

Target Date: Nov 2024

First Step:

Attend Relevant Training on Accounting related services

Result

Improved performance

Date: _____ Target Date: _____

Next Step:

Recommended for Promotion

Outcome: _____

Final Step/Recommendation:

Prepared by:



NICK FREDDY R. BELLO

Immediate Supervisor

Conforme:


JENNIFER G. TINAJA

Name of Ratee Faculty/Staff