



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|----------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.88 | 70% | 3.416 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.92 | 30% | 1.476 |
| TOTAL NUMERICAL RATING | | | 4.89 |

TOTAL NUMERICAL RATING: 4.89

Add: Additional Approved Points, if any: 0

TOTAL NUMERICAL RATING: 4.89

FINAL NUMERICAL RATING 4.89

ADJECTIVAL RATING: Outstanding

Prepared by:

MA. MELISSA F. MENDOZA
Name of Staff

Reviewed by:

QUEEN EVER Y. ATUPAN
Department/Office Head

Recommending Approval:

RYSAN C. GUINOCOR
Dean/Director

Approved:

ELWIN JAY V. YU
Vice President



CASH OFFICE

Visayas State University, PQWW+RJM Baybay City, 6521 Leyte
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Phone: +63 53 565 0600 Local 1011

MA. MELISSA F. MENDOZA

Ratee

07/26/2024

Approval:

QUEEN-EVER Y. ATUPAN

Head of Unit

07/26/2024

| No. | MFOs/PAPs | Success Indicators | Task Assigned | Target | Actual Accomplishment | Rating | | | | REMARKS |
|--|---|---|---|--|--|--------|----|----|------|---------|
| | | | | | | Q1 | E2 | T3 | A4 | |
| UMFO 5. SUPPORT TO OPERATIONS | | | | | | | | | | |
| VPAF STO 1: ISO aligned management and administrative support services | | | | | | | | | | |
| ASO STO 1: ISO 9001:2015 aligned documents and compliant processes | | | | | | | | | | |
| ASO 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 | Fast, Efficient & customer friendly frontline service | 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 | 2 processes implemented according to QP | 2 processes implemented according to QP | 5 | 5 | 5 | 5.00 | |
| | | PI.4 Number of Reports submitted to COA | Submit reports of checks issued (soft and hard copies) as requested | 10 COA reports | 10 COA reports | 5 | 5 | 4 | 4.67 | |
| | | PI.6 Number of Reports submitted to COA,QAC, Accounting Office, ASO, FMO and other regulatory bodies | Submit reports of checks issued (soft and hard copies) as requested | 6 reports submitted | 6 reports submitted | 5 | 5 | 4 | 4.67 | |
| | | PI.7 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor | Preparation and filing of evidences | 100% ISO compliant evidences readily available | 100% ISO compliant evidences readily available | 5 | 5 | 5 | 5.00 | |
| VPAF STO2: FREEDOM OF INFORMATION (FOI) ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS | | | | | | | | | | |

| | | | | | | | | | |
|--|---|---|--|--|--|---|---|---|------|
| ASO STO 2: FOI aligned frontline services | | | | | | | | | |
| ASO STO 2: | FOI aligned Frontline services | PI. 9 Efficient & customer friendly frontline service | Fast, Efficient & customer friendly frontline service | Zero percent complaint from clients served | Zero percent complaint from clients served | 5 | 5 | 5 | 5.00 |
| VPAF STO4: INNOVATIONS & BEST PRACTICES | | | | | | | | | |
| ASO STO 4: | Innovations & new Best Practices Development Services | PI. 10. Number of new systems/innovations/proposals introduced and implemented | Prepare Work Instruction in the preparation of checks payments for 101-TRUST-P-161-IGP,PCC,101-T-CEBU, STF-CEBU,VSU-H, & SHS | 1 new system; | 1 new system; | 5 | 5 | 4 | 4.67 |
| UMFO6: General Administrative and Support Services (GASS) | | | | | | | | | |
| VPAF GASS 1: Administrative and Support Services Management | | | | | | | | | |
| ASO GASS 1: | Administrative and Support Services | PI.17 Number of administrative services and financial/ administrative documents acted within time frame | Preparation, encoding and printing of communications and documents requested by clients | 12 requests/administrative documents (transfer of payments to other bank accounts, etc.) (clearances, readmission, etc.) | 15 requests/administrative documents (transfer of payments to other bank accounts, etc.) (clearances, readmission, etc.) | 5 | 5 | 5 | 5.00 |
| | | PI. 18 No. of linkages with external agencies maintained | Maintain a good working relationship and linkage with landbank,COA and other agencies | 3 Linkages (COA, BOT, LBP, Philhealth, GSIS,HDMF, Palawan, Cebuana) | 3 Linkages (COA, BOT, LBP, Philhealth, GSIS,HDMF, Palawan, Cebuana) | 5 | 5 | 5 | 5.00 |
| | | PI.19 No. of staff meetings attended | Attend staff meeting | 6 staff meetings | 6 staff meetings | 5 | 5 | 5 | 5.00 |
| 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 | 125 approved payrolls and vouchers | 150 approved payrolls and vouchers | 5 | 5 | 5 | 5.00 |

| | | | | | | | | | | |
|--|-------------------------------|--|--|---|---|---|---|---|------|--|
| | | PI2. Number of checks, LDDAP, ACIC and PAC'S issued and released within three days | Preparation, encoding and printing of checks and PACS | 250 checks; 375 entries of LDDAP and PACS | 275 checks; 400 entries of LDDAP and PACS | 5 | 5 | 5 | 5.00 | |
| | | PI3. Number of Cash advances and Petty Cash Fund Maintained/facilitated for University Cash Disbursements. | QE. Atupan, MM.Mendoza, C.Sacro, R.Guinocor, L.Ampac | 2 cash advance/Petty Cash Funds | 2 cash advance/Petty Cash Funds | 5 | 5 | 5 | 5.00 | |
| CASH MFO3 | Financial reports preparation | PI1. Number of daily/monthly financial reports of all funds prepared, consolidated, approved and submitted to accounting office with complete supporting document within the prescribe time, error free. | Report preparation, encoding and printing of Report of check issued for fund 101-trust, 161-IGP,PCC,101-T-CEBU,164-STF-CEBU, and SHS | 12 daily/weekly reports 6 monthly reports | 12 daily/weekly reports 6 monthly reports | 5 | 5 | 4 | 4.67 | |
| Total Over-all Rating | | 68.33 | | | | | | | | |
| Average Rating (Total Over-all rating divided by 14) | | 4.88 | Comments & Recommendations for Development Purpose: <i>Keep up the good work! Continue to monitor your health.</i> | | | | | | | |
| Additional Points: | | | | | | | | | | |
| Punctuality | | | | | | | | | | |
| Approved Additional points(with copy of approval) | | | | | | | | | | |
| FINAL RATING | | 4.88 | | | | | | | | |
| Adjectival Rating | | OUTSTANDING | | | | | | | | |

Evaluated & Rated by:

QUEEN-EVER Y. ATUPAN

Dept./Unit Head

Date: *07/26/2024*

Recommending Approval:

RYSAN C. GUINOCOR

Director for Admin. Service Office

Date: *07/26/2024*

Approved:

ELWIN JAY V. YU

Vice President, Admin. & Finance

Date: *07/26/2024*

1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average

PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: CASH OFFICE

Head of Office: QUEEN-EVER Y. ATUPAN

Number of Personnel: 13

| | | |
|---|-----------------|---------------------------------|
| / | 1st | Q U A R T E R |
| / | 2 nd | |
| | 3 rd | |
| | 4th | |

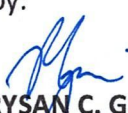
| Activity Monitoring | MECHANISM | | | | Remarks |
|--|--|--|--------------------|-----------------------|--|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Monitoring Follow up status of tasks assigned to each staff. Monitor NCA balances and estimated payables to ensure 100% Utilization of Budget | Daily one on one with staff when needed. Weekly and as needed | Conducts staff meetings to update every one with the new issuances and needed innovations and to discuss problems, concerns and solutions to improve services. (Feb 8, May 10, March 22, etc.) | Notice of meetings | | Daily or weekly monitoring and follow ups needed to accomplish desired outputs. |
| Coaching Ask the staff in charge of reports preparation to come up and implement the best possible ways to submit all the reports before deadlines with complete supporting documents. | Coaching one on one daily or weekly and as needed. | Conducts group briefings/meetings as to how to manage all the assigned tasks. | | | Assessment of each work assignments is needed to cope with the high work demands despite the limited manpower. |

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


QUEEN-EVER Y. ATUPAN
Immediate Supervisor

Noted by:


ATTY. RYSAN C. GUINOCOR
Next Highest Supervisor

TRACKING TOOL FOR MONITORING TARGETS

| Major Final Output/Performance Indicator | TASK | ASSIGNED TO | DURATION | TASK STATUS | | | | REMARKS |
|---|--|--|---------------------|----------------------|----------------------|----------------------|----------------------|-----------|
| | | | | 1 st Week | 2 nd Week | 3 rd Week | 4 th Week | |
| Cash MFO 3 FINANCIAL MANAGEMENT: CASH MANAGEMENT | | | | | | | | |
| 3.1 Disbursement Services | 1. Prepares and generate checks for payment of all university transaction w/ processed approved documents. | Q.Y.Atupan, V. Valenzona, M.Mendoza, D. Arpoceple, K.Sendrome, J. Baslan, L. Dy, F.L. Dajao, L.Ampac, R.Guinocor, DL Tan & E.Tulin | Jan 1-June 30, 2024 | | | | | Daily |
| | 2. Prepares, generates PACS, LDDAP, & ACIC w/ processed approved documents for submission to LBP | Q.Y.Atupan, V. Valenzona, M.Mendoza, M. Oppura, D. Arpoceple, K.Sendrome, J. Baslan, L. Dy, F.L. Dajao, L.Ampac, R.Guinocor, DL Tan, N.Bello and E.Tulin | Jan 1-June 30, 2024 | | | | | Daily |
| | 3. Release and pay checks to payees. | PBL Urdaneta, K. Sendrome, J.Baslan, L.Dy, M. Oppura & Q. Atupan | Jan 1-June 30, 2024 | | | | | Daily |
| 3.2 Collection Services | 1.Collects and receives payment of university income | C.Sacro, V.Valenzona, F. Calunangan, C. Mendez Q.Y.Atupan D. Arpoceple | Jan 1-June 30, 2024 | | | | | Daily |
| | 2.Prepare deposit slip & deposit intact to LBP | C.Sacro, V.Valenzona, Q.Y.Atupan | Jan 1-June 30, 2024 | | | | | Daily |
| | 3.Verifies fund transfer from other | QY Atupan, C.Sacro, | Jan 1-June | | | | | As needed |

| | | | | | | | | |
|-----------------------|---|--|-------------------------------|--|--|--|--|--|
| | sponsoring agencies | V. Valenzona | 30, 2024 | | | | | |
| 3.3 Financial Reports | 1. Prepares, generates and binds ROC, RCIC, RCD, RADAI and other reports for submission to Accounting Office and COA. | Q.Y.Atupan, V. Valenzona, M.Mendoza, D. Arpoceple, K.Sendrome, J. Baslan, L. Dy, F.L.Dajao, M.Oppura, M. Cayunda, F.Calunangan, C. Mendez & C.Sacro, | Jan 1- June 30, 2024 | | | | | Daily, weekly and monthly |
| 3.4 Student Services | 1.Review and sign clearances from students | Celso F. Sacro J. Baslan, Q. Atupan, L. Dy, M. Oppura, FL Dajao, K.Sendrome | Jan 1- June 30, 2024 | | | | | Mid-Term & Finals and as needed |

Prepared by:


QUEEN-EVER Y. ATUPAN
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ma. Melissa F. Mendoza
Performance Rating: 4.88

Aim: Update cashbooks/CDR for proper monitoring of cash balances.

Proposed Interventions to Improve Performance:

Date: January 01, 2024 Target Date: March 31, 2024

First Step: Encourage her to update her books daily to monitor cash balances.

Result: Cash books were updated and cash balances were closely monitored.

Date: April 01, 2024 Target Date: June 30, 2024

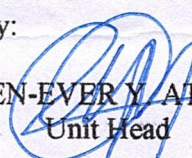
Next Step: Monitor book updating and timely liquidation of cash advances as preparation for COA audit anytime.

Outcome: COA audit and cash count went very well, books were updated and liquidation of cash advances were submitted timely.

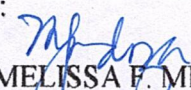
Final Step/Recommendation:

Keep up the good work! Continue to monitor your health.

Prepared by:


QUEEN-EVER Y. ATUPAN
Unit Head

Conforme:


MA. MELISSA F. MENDOZA
Name of Ratee Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2024

Name of Staff: Ma. Melissa F. Mendoza

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 |



CASH OFFICE

Visayas State University, PQWW+RJM Baybay City, 6521 Leyte

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| | | | | | | |
|---|---|-------|---|---|---|---|
| 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 | | 59 | | | | |
| 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 | | | | | | |
| Average Score | | 4.92 | | | | |
| Overall recommendation: Keep up the good work! Continue to monitor your health. | | | | | | |


 QUEEN-EVERY ATUPAN
 Immediate Supervisor