



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P


Name of Administrative Staff: Raquel H. Dohiling

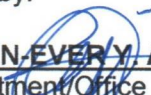
Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.92	70%	3.444
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
TOTAL NUMERICAL RATING			4.92


TOTAL NUMERICAL RATING: 4.92
Add: Additional Approved Points, if any: 0
TOTAL NUMERICAL RATING: 4.92


FINAL NUMERICAL RATING 4.92

ADJECTIVAL RATING: Outstanding

Prepared by: 
RAQUEL H. DOHILING
Name of Staff

Reviewed by: 
QUEEN EVERY Y. ATUPAN
Department/Office Head

Recommending Approval: 
LOUELLA C. AMPAC
Dean/Director

Approved: 
REMBERTO A. PATINDOL
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Raquel H. Dohiling, Administrative Officer I of the Cash Division commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of January 1, 2020 to June 30, 2020.

RAQUEL H. DOHILING
Ratee

Approved by: **QUEEN-EVER Y. ATUPAN**
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage of Actual Accomplishment	Rating				Remarks	
						Q	E	T	A		
MFO1 ADMINISTRATION SUPPORT SERVICES & MANAGEMENT	Customer Friendly Frontline Services	Responsive and facilitated clients request.	zero complaint	zero complaint	100%	5	5	5	5.00		
MFO2 FINANCIAL MANAGEMENT : Disbursement/ Processing Services	Number of funds disbursed with approved documents with customer satisfaction and error free.	Reviewed & signed checks as OIC in lieu of Mrs. Queen-Ever Y. Atupan	200	290	145%	5	5	5	5.00		
MFO3 FINANCIAL REPORT PREPARATION	Number of monthly financial reports of all funds prepared, consolidated, approved and submitted to accounting office with complete supporting document within the prescribe time error free.	Verified & signed Report of Collections	280	300	107%	4	5	5	4.67		
MFO4 COLLECTION SERVICES	Number of collection receipted and promptly deposited on the following working day.	Receives and receipts income during peak season	5,150	5,506	107%	5	5	5	5.00		
		Deposited daily collections intact to our depository bank (by fund)	500	1,199	240%	5	5	5	5.00		
		Recorded daily collection and validated deposit slip in the cash book.	100%	100%	100%	5	5	5	5.00		
		Updated and monitored cash book	8	8	100%	5	5	4	4.67		
MFO6 INNOVATION & BEST PRACTICES SERVICES	Number of best practices achieved	Prioritized Senior Citizen/PWD and Pregnant Women in paying school fees and other services.	1	1	100%	5	5	5	5.00		
Total Over-all Rating											
Average Rating (Total Over-all rating divided by 8)			4.92		Comments & Recommendations for Development Purpose: <i>Recommended for promotion. Attend skills development and management training to further enhance her management skills.</i>						
Additional Points:											
Punctuality											
Approved additional points (with copy of approval)											
FINAL RATING			4.92								
ADJECTIVAL RATING											
Evaluated & Rated by: QUEEN-EVER Y. ATUPAN Dept./Unit Head Date: _____			Recommending Approval: LOUELLA C. AMPAC Dean/Director Date: _____			Approved by: REMBERTO A. RATINDOL Vice President Date: _____					
1 - Quality			2 - Efficiency			3 - Timeliness			4 - Average		



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2020

Name of Staff: Raquel H. Dohiling Position: Administrative Officer I

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.

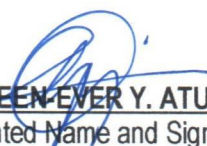
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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		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 : Recommended for promotion. Attend skills development and management training to further enhance her management skills.


QUEEN EVER Y. ATUPAN
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Raquel H. Dohiling

Performance Rating: 4.92

Aim: Improved collection services.

Proposed Interventions to Improve Performance:

Date: January 1, 2020 Target Date: March 31, 2020

First Step: Conducted briefings and consultation on how to improve the collection services. We agreed to maintain a change fund and improve monitoring of the accountable forms/Official Receipts (ORs) given to designated collecting officers.

Result: A temporary change fund is maintained and monitoring of the accountable forms given to special collecting officers was improved.

Date: April 1, 2020 Target Date: June 30, 2020

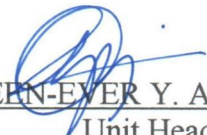
Next Step: Processed and updates enrollment for online banking of students through the Landbank Link.Biz Portal.

Outcome: Online banking enrollment was being finalized and waiting for implementation Collection services was further improved amidst the COVID19 pandemic.


Final Step/Recommendation:

Recommended for promotion. Attend skills development and management training to further enhance management skills.

Prepared by:


QUEEN-EVER Y. ATUPAN
Unit Head

Conforme:


RAQUEL H. DOHILING
Name of Ratee Faculty/Staff