

**Exhibit P****FINAL INDIVIDUAL RATING FORM FOR ADMINISTRATIVE STAFF**Rating Period: July to December 2018Name of Administrative Staff: ATUPAN, QUEEN-EVER Y.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.91	70%	3.437
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.5
<b>TOTAL NUMERICAL RATING</b>			<b>4.94</b>

TOTAL NUMERICAL RATING:

**4.94**

Add: Additional Approved Points, if any:

**0**

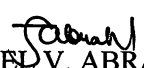
TOTAL NUMERICAL RATING:

**4.94**

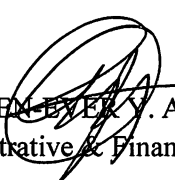
ADJECTIVAL RATING:

**Outstanding**

Prepared by:

  
FLORABEL V. ABRAHAN  
Clerk


Reviewed by:

  
QUEEN-EVER Y. ATUPAN  
Head, Administrative & Finance Services Office

Recommending/Approval:

  
ALBERTO L. CARILLAS, Ed.D.  
Dean

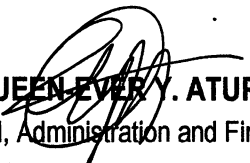
Approved:


  
BEATRIZ S. BELONIAS, Ph.D.  
VP for Instruction

Visayas State University - Isabel  
Isabel Leyte

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, QUEEN-EVER Y. ATUPAN, Head, Administration and Finance Services 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 to December, 2018.

  
**QUEEN-EVER Y. ATUPAN**  
Accountant - I/Head, Administration and Finance Services Office  
Date: \_\_\_\_\_

  
**ALBERTO L. CARILLAS**  
College Dean  
Date: \_\_\_\_\_

MFO No.	MFO Description	Success Indicator (SI)		Task Assigned	Target		Rating				Remark
						Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
UMFO 2. Higher Education Services											
MFO 1. Student Management Services											
	PI 1: Number of students awarded with scholarship/fellowship/grants /assistantships		Review and signed payroll and Statement of Accounts for scholar's stipend and other benefits.	500	1051	5	5	5	5		
	PI 2: Number of students availing of student cottages		Facilitate and monitor students in the cottages and help regulate local policies for safety purposes	10	50	4	5	5	4.67		
	PI 3: Number of Student Cottages/Dormitories repaired and maintained		Facilitate and Monitor Repairs of Student Cottages.	1	3	4	5	5	4.67		
UMFO 5. Support to Operations (STO)											
MFO 1. Faculty Development Services											
	PI 1: Number of contracts of scholarship/fellowship grant of faculty pursuing MS and Doctoral degree Prepared, facilitated and reviewed		Prepared Contract of fellowship/scholarship grant of Faculty pursuing MS and Doctorate degree.	5	10	5	5	5	5		

MFO No.	MFO Description	Success Indicator (SI)		Task Assigned	Target	Actual Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 2. Admission & Registration Services											
	PI 1: Number of students enrolled and validated within scheduled regular registration period			Evaluate balances and signed student clearance	50	100	✓	✓	✓	✓	
MFO 4. Program and Institutional Accreditation Services											
	PI 1: Number of areas facilitated/coordinated and prepared for AACUP Accreditation			Consolidated various reports/documents needed for the Accreditation of four (4) programs	Area 10 for 4 programs	All docs for Area 10 for 4 programs	✓	✓	✓	✓	
				Prepared/filed various reports/documents for Area X parameter A including the areas needing improvements as a result of the last survey visit needed for AACUP Accreditation	20 documents/ reports	200 documents/ reports	✓	✓	✓	✓	
				Facilitated units in the Administration for AACUP Accreditation	8 units reviewed and facilitated	8 units reviewed and facilitated	✓	✓	✓	✓	
	PI 2: Number of degree programs which passed accreditation/evaluation (Level 1 and Level II)			Prepared various reports needed during the Accreditation	4	4	✓	✓	✓	✓	
UMFO 6. General Administration and Support Services (GASS)											
MFO 1. Administrative & Support Services Management											
	PI 1: Number of offices handled, number of offices supervised, monitored and coordinated and number of personnel directly supervised.			100% supervised, monitored and coordinated	3 offices handled 7 offices supervised & 10 personnel directly supervised	3 offices handled 8 offices supervised & 16 personnel directly supervised	4	✓	✓	4.67	
	PI 2: Number of meetings conducted/ presided either by units or all Administrative and Finance Offices.			Conducted/Presided and attended meetings by unit or all Admin Offices	2 meetings presided 6 meetings attended	4 meetings presided 30 meetings attended	✓	✓	✓	✓	

MFO No.	MFO Description	Success Indicator (SI)		Task Assigned	Target	Actual Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
	PI 3: Number of management meetings attend.			Attended CADCO meeting and other management meetings	8 meetings attended	20 meetings attended	5	5	5	5	
	PI 4: Number of DTR Checked and Signed			DTR Checked and Signed	100	200	5	5	5	5	
	PI 5: Number of contracts of services and MOU issued/facilitated to temporary cultivators and other individuals, personnel and contractors			Reviewed and signed contracts and MOUs	2	10	5	5	5	5	
	PI 6: Number of Activities/Programs planned, coordinated and facilitated			Planned, coordinated and facilitated activities and programs of the college	3	8	5	5	5	5	
	PI 7: Number of documents prepared and managed upon receipt of the request			Prepared, facilitated & Released or filed office documents	100	200	5	5	5	5	
	PI 8: Number of Applicants Interviewed			Presided the interview as NAPB Chair	10	30	5	5	5	5	
	PI 9: Number of transactions complied in the GSIS AAO Certifications earlier than the prescribed period			Confirm loans and ARA submitted	20 transactions	30 transactions	5	5	5	5	
	PI 10: %age of OPCR/IPCR received, reviewed and recorded w/in the period			Reviewed OPCR and IPCRs of offices and personnel under AFSSO	100%	100%	5	5	5	5	
	PI 10: Number of OPCR/IPCR prepared and submitted w/in the period			Prepared IPCR and OPCR for AFSSO	2	2	5	5	5	5	
	PI 11: Number of Office memos, letters, certifications and endorsements drafted on Administrative matters			Drafted, reviewed and finalized memos, letters and certifications	5	20	5	5	5	5	
	PI 12: Number of documents accumulated and processed related to college land.			Processed, accumulated and facilitated documents related to titling of college land	5	15	4	4	4	4	
	PI 13: Number of documents certified as to its authenticity and validity			Certified and released documents	100	200	5	5	5	5	
	PI 14: Number of office equipment maintained per week			Maintained the good condition of office equipment	20	25	5	5	5	5	

MFO No.	MFO Description	Success Indicator (SI)		Task Assigned	Target	Actual Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
	PI 15: Number of college committees chaired and coordinated			Chaired and coordinated various committees	5	8	✓	✓	✓	✓	
	PI 16: Number of frontline administrative services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously			monitored and supervised frontliners assigned in all administrative and finance offices	8	16	✓	✓	✓	✓	
	PL 17: Number of college faculty and personnel oriented with new issuances policies and procedures issued by BIR, GSIS, DBM & COA.			Oriented the office heads, CADCO members and other personnel with new issuances and procedures of BIR, GSIS, DBM and COA.	20	30	✓	✓	✓	✓	
<b>MFO 2. Frontline Services</b>											
	PI 1. Efficient and customer-frienly frontline service			Served and accommodated clients.	Zero percent complaint from clients served	Zero percent complaint from clients served	✓	✓	✓	✓	
	PI 2: Best practices/new initiatives implemented			observed no noon break	Zero percent complaint from clients served	Zero percent complaint from clients served	✓	✓	✓	✓	
<b>MFO 3. Human Resource Management and Development</b>											
	PI 1. %age of the staff recommended to attend seminars, trainings and workshops within 6 months.			Recommended, Facilitated and signed travel requests	10%	20%	✓	✓	✓	✓	
	PI 2: Number of Seminars/workshops conducted/facilitated			Conducted/Facilitated/Coordinated seminars and workshops	2	2	✓	✓	✓	✓	

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
	PI 3: Number of activities conducted during the Philippine Civil Service Anniversary		Coordinated/Facilitated/Conducted activities	2	8	5	5	5	5	
	PI 4: Number of monetization and other benefits prepared and processed		Recommend personnel benefits for approval	5	40	5	5	5	5	
	PI 5: Number of JO and Casual Plantilla signed and approved by higher authorities within the period		Reviewed and recommended JO and Casual Plantilla	5	42	5	5	5	5	
<b>MFO 4. Finance Services and Management (Accounting Office)</b>										
	PI 1: Percentage of actual utilization of budget inclusive of income to total operating budget		Monitored actual utilization of budget and cash availability	90%	92%	5	5	4	4.67	
	PI 2: Number of financial statements, documents and reports prepared, reviewed, signed and submitted to COA, CHED, DBM and other agencies within mandated time		a. Reviewed and signed Check Disb Journals, Cash Disbursement Journal, Cash Receipts Journal, Consolidated Journals, General Journal and Trial Balance for all funds.	48	60	5	5	5	5	
			b. Prepared General Journal	6	18	5	5	4	4.67	
			c. Prepared Trial Balance for all funds	20	29	5	5	4	4.67	
			d. Reviewed and signed certificates of loan payments and premium remittances and BIR Certificates	300	400	5	5	5	5	
			e. Prepared Travel Request, Itinerary of travel and CTC	10	15	5	5	5	5	
			f. Reviewed and Signed Bank Reconciliation Statements, Schedule of Accounts Receivable and Schedule of Office Supplies Inventory.	24	24	5	5	4	4.67	
			g. Prepared and reviewed Liquidation Reports, Schedule of Depreciation and Schedule of Cash Advance from Employees.	6	40	5	5	5	5	
			h. Reviewed FAR Reports and Statement of Actual Obligation and Balances.	15	25	5	5	5	5	

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
			i. Prepared and Reviewed Budget Proposal for DBM and Use of Income (Consolidated).	1	1	5	5	4	4.67	
			j. Prepared/Reviewed Annual Budgetary Allocation by Dept/Offices and units.	10	25	5	5	5	5	
	PI 3: Number of college Report of Ageing Cash Advances submitted within the time		Prepared Report of Ageing Cash Advances	2	4	5	5	4	4.67	
	PI 6: Number of documents/transactions reviewed, evaluated, posted and signed:		a. pre-audited vouchers and complete supporting documents	3000	6650	5	5	5	5	
			b. Submitted all documents and reports to COA	3000	8000	5	5	4	4.67	
			c. Various Reports submitted by other offices (RSMI, RC, RCI, RCD, Budget proposals and Various Budget Reports of Different offices, Liquidation Reports and Reports of Accountability)	20	50	5	5	5	5	
			d. Posting of transactions to General Ledger and Subsidiary Ledgers updated every month.	500	1200	5	5	4	4.67	
<b>MFO 5. Construction &amp; Maintenance of Buildings and Other Physical Facilities and General Services</b>										
	PL 1: Number of Buildings, Classrooms, Facilities and other structures constructed, repaired and maintained.		Facilitate and monitor construction and repairs & maintenance of buildings, facilities, laboratories and other structure of the college.	10	15	5	5	4	4.67	
	PL 2: Number of equipment installed, repaired and maintained.		Facilitate and monitor installation of newly purchased equipment and repairs & maintenance of equipment and other property of the college.	10	40	5	5	4	4.67	
	PL 3: Percentage of repairs and maintenance of plumbing and electrical lines/facilities facilitated & coordinated		Facilitated and coordinated repairs and maintenance of plumbing and electrical lines/facilities. Signed request for repairs.	100%	100%	5	5	5	5	
	PL 4: Percentage of repairs and maintenance of motor vehicles facilitated, monitored and coordinated		Facilitated, monitored and coordinated repairs and maintenance of motor vehicles. Signed request for repairs.	100%	100%	5	5	5	5	

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
	PL 5: Maintained surroundings as to cleanliness, beauty and environment friendly atmosphere.		Coordinated, facilitated, supervised and monitored JO workers assigned to maintain the cleanliness and beauty of the college lawns and surroundings.	100%	100%	5	5	5	5	
<b>MFO 6. Health Services</b>										
	PL 1: Number of conducted sanitary inspection of buildings, offices, cottages and school premises by the School Nurse		Coordinate and facilitate requests of the school nurse in the conduct of sanitary inspection of buildings, offices, cottages and school premises	10	15	5	5	5	5	
	PL 2: Number of students given medical assistance, checked and advised by the school nurse.		Reviewed and signed purchase request of medicines and medical equipment needed in the clinic.	3	10	5	5	5	5	
<b>MFO 7. Security Services and Management</b>										
	PL 1: Number of meetings conducted to all security guards and watchmen		meetings presided	2	5	5	5	5	5	
	PL 2: Number of times the security logbook is checked		Checked security logbook	twice a month	twice a month	5	5	5	5	
	PL 3: Number of monthly Security Guard Shifting schedule recommended and facilitated for approval of the Dean		Recommended and signed shifting schedule of guards	6	12	5	5	5	5	
						<b>Comments and Recommendations:</b>				
Total Over-all Rating					294.67	Continue in monitoring good performance of units and offices in the Administration and Finance. Thank you very much for being so responsible and for the hard work.				
Average Rating					4.91					
Adjectival Rating					Outstanding					

Evaluated and Rated by:

ALBERTO L. CARILLAS, Ed.D.

College Dean

Date: \_\_\_\_\_

Recommending Approval:

ALBERTO L. CARILLAS, Ed.D.

College Dean

Date: \_\_\_\_\_

Approved:

BEATRIZ S. BELONIAS, PhD

Vice President for Instruction

Date: \_\_\_\_\_



Exhibit O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2018

Name of Staff: Atupan, Queen-ever Y.

Position: Administrative Officer III

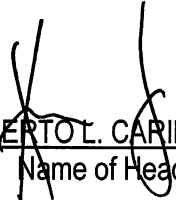
**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

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-routinary 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 routinary 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	20 5.0				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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 over all 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 over all 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	25 5.0				
Average Score	5.0				

Overall recommendation : \_\_\_\_\_

  
ALBERTO L. CARILLAS  
 Name of Head

### EMPLOYEE DEVELOPMENT PLAN

Name of Employee: QUEEN-EVER Y. ATUPAN  
Performance Rating: 4.94

Aim: Improved performance in managing all the concerns in Human Resource and Management Office.

Proposed Interventions to Improve Performance:

Date: July 1, 2018 Target Date: September 30, 2018

First Step: Send her to various Civil Service Trainings and seminars to keep her abreast with new  
issuances and procedures.

Result: Improved and updated reports and records in the Human Resource Management Office.

Date: October 1, 2018 Target Date: December 31, 2018

Next Step: Conducted series of meetings to address management concerns regarding administration  
and finance.

Outcome: Administrative concerns were properly addressed and the college administration gets  
good ratings in various accreditation and evaluation.

Final Step/Recommendation:

Continue in monitoring good performance of units and offices in the Administration and Finance.  
Thank you very much for being so responsible and for the hard work.

Prepared by:

ALBERTO L. CARILLAS  
Unit Head

Conforme:

  
QUEEN-EVER Y. ATUPAN  
Name of Ratee Faculty/Staff