

Exhibit P

FINAL INDIVIDUAL RATING FORM FOR ADMINISTRATIVE STAFF

Rating Period: January to June 2018

Name of Administrative Staff: ATUPAN, QUEEN-EVER Y.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.86	70%	3.402
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.5
TOTAL NUMERICAL RATING			4.90

TOTAL NUMERICAL RATING:

4.90

Add: Additional Approved Points, if any:

0

TOTAL NUMERICAL RATING:

4.90


ADJECTIVAL RATING:

Outstanding


Prepared by:

Reviewed by:


FLORABEL V. ABRAHAN
Clerk


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

Recommending Approval:


ALBERTO L. CARILLAS
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 January to June, 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.	40	858	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	15	5	5	5	5		
UMFO 5. Support to Operations (STO)											
MFO 1. Faculty Development Services											
	PI 1: Number of faculty pursuing MS studies facilitated and assisted		Facilitate the approval of faculty applications to study	2	2	5	5	5	5		
	PI 2: Number of contracts of scholarship/fellowship grant of faculty pursuing MS and Doctoral degree Prepared, facilitated and reviewed		Prepared/Facilitated Contract of fellowship/scholarship grant of Faculty pursuing MS and Doctorate degree.	2	6	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	200	5	5	5	5	
MFO 3. Library Services											
	PI 1: Maintained Library Facilities and Building Improvement			Facilitate the repairs and installation of library ceiling and painting.	100% completed	100% completed	5	5	5	5	
MFO 4. Program and Institutional Accreditation Services											
	PI 1: Number of area facilitated/coordinated and prepared for the accreditation of degree programs - Level 1 and Level 2			Prepared documents, coordinated units and facilitated the submission of documents for Area X - Administration	1	8 units facilitated	5	4	4	4.33	
	PI 1: Number of documents and reports prepared and binded for the accreditation of degree programs - Level 1 and Level 2			Prepared various reports/documents needed during the Accreditation of degree programs	20	50 documents prepared	5	5	4	4.67	
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 & 8 personnel directly supervised	3 offices handled 8 offices supervised & 16 personnel directly supervised	4	5	5	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	3 meetings precided 5 meetings attended	4 meetings precided 10 meetings attended	5	5	5	5	
	PI 3: Number of management meetings attend.			Attended CADCO meeting and other management meetings	5 meetings attended	6 meetings attended	5	5	5	5	
	PI 4: Number of DTR Checked and Signed			DTR Checked and Signed	100	144	5	5	5	5	

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
	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	5	5	5	5	5	
	PI 6: Number of Activities/Programs planned, coordinated and facilitated		Planned, coordinated and facilitated activities and programs of the college	2	3	5	5	5	5	
	PI 7: Number of documents prepared and managed upon receipt of the request		Prepared, facilitated & Released or filed office documents	50	100	4	4	4	4	
	PI 8: Number of Applicants Interviewed		Presided the interview as NAPB Chair	10	21	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	30 transactions	39 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	10	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	10	15	4	4	4	4	
	PI 13: Number of documents certified as to its authenticity and validity		Certified and released documents	100	120	5	5	5	5	
	PI 14: Number of office equipment maintained per week		Maintained the good condition of office equipment	20	20	5	5	5	5	
	PI 15: Number of college committees chaired and coordinated		Chaired and coordinated various committees	5	5	5	5	5	5	
	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	13	5	5	5	5	

MFO No.	MFO Description	Success Indicator (SI)		Task Assigned	Target	Actual Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
	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	5	5	5	5	
MFO 2. Frontline Services											
	PI 1. Efficient and customer-frienly frontline service			Served and accommodated clients.	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5	
	PI 2: Best practices/new initiatives implemented			observed no noon break	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5	
MFO 3. Human Resource Management and Development											
	PI 1. %age of the staff recommended to attend seminars, trainings and workshops within 6 months.			Recommended, Facilitated and signed travel requests	10%	40%	4	5	5	4.67	
	PI 2: Number of Seminars/workshops conducted/facilitated			Conducted/Facilitated seminars and workshops	2	2	5	5	5	5	
	PI 4: Number of monetization and other benefits prepared and processed			Recommend personnel benefits for approval	3	4	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	48	5	5	5	5	
MFO 4. Finance Services and Management (Accounting Office)											
	PI 1: Percentage of actual utilization of budget inclusive of income to total operating			Monitored actual utilization of budget and cash availability	90%	53%	4	4	4	4	
	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	6	5	5	4	4.67	
				c. Prepared Trial Balance for all funds	20	24	5	5	4	4.67	
				d. Prepared and printed Electronic Remittance List of GSIS and BIR.	6	6	5	5	5	5	

MFO No.	MFO Description	Success Indicator (SI)		Task Assigned	Target	Actual Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
				e. Reviewed and signed certificates of loan payments and premium remittances and BIR Certificates	200	250	5	5	5	5	
				f. Prepared Travel Request, Itinerary of travel and CTC	10	20	5	5	5	5	
				g. Reviewed and Signed Bank Reconciliation Statements, Schedule of Accounts Receivable and Schedule of Office Supplies Inventory.	24	28	5	4	4	4.33	
				h. Prepared and reviewed Liquidation Reports, Schedule of Depreciation and Schedule of Cash Advance from Employees.	6	20	5	5	5	5	
				i. Prepared RAY Reports, FAR Reports, Project Reports, Statement of Actual Obligations, Statement of Actual Receipts.	5	5	5	5	5	5	
				j. Reviewed FAR Reports and Statement of Actual Obligation and Balances.	15	30	5	5	5	5	
				k. Prepared and Reviewed Budget Proposal for DBM and Use of Income (Consolidated).	1	1	5	5	5	5	
				l. Prepared Annual Budgetary Allocation by Dept/Offices and units.	10	23	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	4	4	4	4	
	PI 6: Number of documents/transactions reviewed, evaluated, posted and signed:			a. pre-audited vouchers and complete supporting documents	2500	8130	5	5	5	5	
				b. Submitted all documents and reports to COA	3000	11462	5	4	4	4.33	
				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	85	5	5	5	5	
				d. Posting of transactions to General Ledger and Subsidiary Ledgers updated every month.	500	700	5	5	5	5	

MFO No.	MFO Description	Success Indicator (SI)		Task Assigned	Target	Actual Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 5. Construction & Maintenance of Buildings and Other Physical Facilities and General Services											
	PL 1: Percentage of Buildings, Classrooms, Facilities and apparatus/equipment maintained.			Facilitate and monitor repairs and maintainance of buildings, facilities, laboratories and equipment of the college.	100%	100%	5	5	5	5	
	PL 2: Number of Buildings, Classrooms, Facilities and other structures constructed, repaired and maintained.			Facilitate and monitor contruction and repairs & maintainance of buildings, facilities, laboratories and other structure of the college.	10	15	5	5	5	5	
	PL 3: Number of equipment installed, repaired and maintained.			Facilitate and monitor installation of newly purchased equipment and repairs & maintainance of equipment and other property of the college.	10	15	5	5	4	4.67	
	PL 4: 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 5: 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	
	PL 6: 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	
MFO 6. Health Services											
	PL 1: Number of conducted sanitary inspection of buidings, 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	10	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	5	5	5	5	5	
MFO 7. Security Services and Management											
	PL 1: Number of meetings conducted to all security guards and watchmen			meetings presided	2	2	5	5	5	5	

MFO No.	MFO Description	Success Indicator (SI)		Task Assigned	Target		Rating				Remark
						Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
	PL 2: Number of times the security logbook is checked			Checked security logbook	twice a month	twice a month	4	4	4	4	
	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	6	5	5	5	5	
	PL 4: Implemented new strategy and safety measures			Facilitated and coordinated new strategies for safety purposes.	1	2	5	5	5	5	
	PL 4: Constructed perrimeter fencing and boundary posts by phase for security purposes			Coordinated/Facilitated the contruction of perrimeter fencing and boundary posts by phase.	phase 2	phase 2 completed	5	5	5	5	
							Comments and Recommendations:				
Total Over-all Rating						300.01	continue to improve in the filing of documents				
Average Rating						4.86	and further facilitate filling of				
Adjectival Rating							the college bond, you did				

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: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2018Name of Staff: Atupan, Queen-ever Y.Position: Accountant I

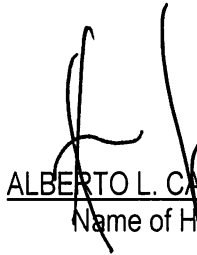
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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-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					
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 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					
Average Score					

Overall recommendation : _____


ALBERTO L. CARILLAS
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: QUEEN-EVER Y. ATUPAN
Performance Rating: 4.90

Aim: To assist her on how to improve her filing skills and to help her facilitate the land titling of the college land.

Proposed Interventions to Improve Performance:

Date: January 1, 2018 Target Date: February 28, 2018

First Step:

Conduct seminar on Five S and remind her on how to improve in the filing of permanent records
and have provided steel cabinets for records keeping.

Result:

Improved filing of documents and have arranged permanent records in proper place.

Date: March 1, 2018 Target Date: 30-Jun-18

Next Step:

I requested her to help Sir Buba in facilitating and processing of the title of our college land.

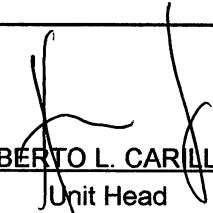
Outcome: Initial processing of titling were already done and have facilitated the conduct of land survey
and the land documents were scanned for document preservation.

Final Step/Recommendation:

Continue in the filing of documents and further facilitate the titling of the college land.

You did a very great job despite multitasking. "Two Thumbs Up".

Prepared by:


ALBERTO L. CARILLAS
Unit Head

Conforme:


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