

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

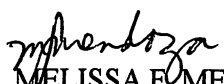
Name of Administrative Staff: MA. MELISSA F. MENDOZA

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.83	4.83 x 70%	3.38
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.66	4.66 x 30%	1.4
TOTAL NUMERICAL RATING			4.78

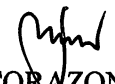
TOTAL NUMERICAL RATING: 4.78
 Add: Additional Approved Points, if any: 0.00
 TOTAL NUMERICAL RATING: 4.78

ADJECTIVAL RATING: OUTSTANDING

Prepared by


 MA. MELISSA F. MENDOZA
 : Admin. Aide IV


Reviewed by:


 CORAZON U. NUEVO
 Head Cash Office

Recommending Approval:


LOUELLA C. AMPAC
 Director of Finance

Approved:


 REMBERTO ALPATINDOL
 Vice Pres for Admin. & Finance

I, Ma. Melissa F. Mendoza, 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, 2018 to June 30, 2018


MA. MELISSA F. MENDOZA
Ratee

Approved: CORAZON U. NUEVO
Head of Unit

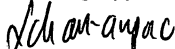
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplish	Rating				Remarks
					Q	E	T	A	
FINANCIAL MANAGEMENT MFO 2									
Cash Management 2									
2.1 Disbursement services	Maximized utilization of Cash Allocation intended for the university w/ approved processed documents, customer satisfaction and error free.	Encoded check entries to BAUM	4,000	4,500	4.5	4.5	4.5	4.5	
		Generated checks for fund 101T, 101 Cebu, STF Cebu 101T Cebu, AREC, PCC, KR2 jackfruit and RF 161	4,000	4,500	5.0	5.0	5.0	5.0	
		Recorded checks issued to the corresponding Bank Cash Book	4,000	4,500	5.0	5.0	5.0	5.0	
		Updated/monitored balances of Bank cash book	8	10	5.0	4.5	5.0	4.8	
		Posted the assigned check number to the payrolls/vouchers.	4000	4,500	5.0	4.5	5.0	4.8	
		Prepared PACS for ATM payroll of Job Orders of 101 Trust, igp and arec.	3000	3,300	5.0	4.5	4.5	4.7	
		Prepared special cash advances.	15	20	5.0	5.0	5.0	5.0	
		Disbursed/paid approved vouchers/payrolls below P500.00 of all funds under MOOE	500	600	5.0	5.0	5.0	5.0	
		Recorded paid vouchers/payrolls to their corresponding Bank Cash Book.	500	600	5.0	4.5	4.5	4.7	
		Prepared replenishment for the paid vouchers/payrolls	30	35	5.0	5.0	5.0	5.0	
		Prepared liquidation report for the said Petty Cash Fund.	80	90	5.0	4.5	4.5	4.7	
ADMINISTRATION SUPPORT SERVICES & MANAGEMENT MFO 3									
Customer Friendly Frontline Service	No noon Break Policy to entertained clients during this period	Catered the needs of the clients	100%						
Total Over-all Rating									53.2

Average Rating (Total Over-all rating divided by 11)		4.83
Additional Points:		
Approved additional points (with copy of approval)		
FINAL RATING		4.83
ADJECTIVAL RATING		

Evaluated & Rated by:


CORAZON U. NUEVO
Dept./Unit Head
Date:


Recommending Approval:


LOUELLA C. AMPAC
Director of Finance
Date:

Comments & Recommendations for Development Purpose:

Needs Training/Seminars. Well organized in the task. Wishing to be trained for the service promotion.

Approved by:


REMBERTO A. RATINDOL
Vice President
Date:

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan - June, 2018
 Name of Staff: MENDOZA, MA. MELISSA Position: Adm. 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	
2. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	(4)	3	2	1	
3. 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	
4. 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	
5. Keeps accurate records of her work which is easily retrievable when needed.	(5)	4	3	2	1	
6. Suggests new ways to further improve her work and the services of the office to its clients	(5)	4	3	2	1	
7. 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	
8. 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	
9. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	(5)	4	3	2	1	
10. 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 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						56				
Average Score						4.66				

Overall recommendation : _____



COPA M. U. HUERO
 Name of Head

Exhibit 1**PERFORMANCE MONITORING FORM**

Name of Employee: MA. MELISSA F. MENDOZA

Task No.	Expected Output	Date Assigned	Expected Date to Accomplish	Actual accomplished Date	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Encoded to BAUM & generated check for 101 T, PCC, 161 and other funds	Daily	Within the day	Within the day	Very impressive	O	
2	Encoded BAUM and generated PAC's for ATM payroll & reimbursement	Daily	Within the day	Within the day	Very impressive	O	
3	Recorded all check issued to corresponding Check Book	Daily	Within the day	Right after issuance of checks	Impressive	VS	
4	Prepared liquidation of all cash advances intended for MOOE	As funds utilized	As funds utilized	Immediately once funds were fully utilized	impressive	VS	
5	Paid transaction less than P500.00	Daily	Within the day	Immediately upon documents presented	impressive	VS	
6	Monitored cash book balances of all funds assigned.	Every 2 days	Every 2 days	End of the day based on transaction.	impressive	VS	

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


CORAZON U. NUEVO
Unit Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MA. MELISSA F. MENDOZA
Performance Rating: _____

Aim: To be an excellent administrative Officer

Proposed Interventions to Improve Performance:

Date: March, 2018 Target Date: 2 quarters

First Step:

To update knowledge to be effective front line staff and policies/regulations on
Cash Management

Result:

Able to performed task assigned effectively.

Date: June, 2018 Target Date: 3rd quarter

Next Step:

Follow up learning skills through trainings & seminars


Outcome

Effective front liner staff and ready to face challenges.

Final Step/Recommendation:

Perform task effectively & efficiently

Prepared by:


CORAZON U. NUEVO

Unit Head