



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Jennifer G. Tinaja

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.72	70%	3.304
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
TOTAL NUMERICAL RATING			4.78

TOTAL NUMERICAL RATING: 4.78
Add: Additional Approved Points, if any: 0
TOTAL NUMERICAL RATING: 4.78

FINAL NUMERICAL RATING 4.78

ADJECTIVAL RATING: Outstanding

Prepared by:
JENNIFER G. TINAJA
Name of Staff

Reviewed by:
QUEEN-EVER Y. ATUPAN
Department/Office Head

Recommending Approval:

RYSAN C. GUINOCOR
Dean/Director
REMBERTO A. PATINDOL
Vice President

Approved:

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JENNIFER G. TINAJA**, an administrative staff of the **CASH 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 of **January 4 to DECEMBER 31, 2021**.


JENNIFER G. TINAJA
Ratee

Approval:


QUEEN-EVER Y. ATUPAN
Head of Unit

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
UGAS5. SUPPORT TO OPERATIONS										
OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS										
ODAS/HRM 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	All Cash office staff	95% of clients rated services as very satisfactory or higher	100% of clients rated services as very satisfactory or higher	4	5	5	4.67	
		PI. 4 Number of Reports submitted to COA	Generate and prepare Summary of Student's Accounts Receivable per quarter	4 COA reports	4COA reports	5	5	4	4.67	
		PI. 5 Percentage updating of students' payment using Cumulus	Generate, update and records Student account	100% monthly updating and posting of payments using the Cumulus System	100% monthly updating and posting of payments using the Cumulus System	5	5	5	5	

ODAS/HRM GASS 4: Cashiering Services

CASH MFO5	Student Services	PI1. Number of students records of accounts maintained, validated and updated for college and high school students	Generates, updates and validates students accounts	7000 students 10,000 old accounts	15,017 students (2 semesters) and 417 Junior High school and 23,2019 old accounts	4	4	4	4	
		PI2. Number of quarterly Reports of Accounts Receivable, Monthly Report of Collection (per School Year) and Breakdown of Assessment per Semester prepared.	Generate and prepares quarterly report of Account Receivable and monthly report of collection (per school year and semester)	43 reports of accounts by semester	106 reports of accounts by semester	5	5	4	4.67	
		PI2. Number of students temporary clearance and statement of accounts prepared and printed	Print, issue and validate temporary clearance, validate/unlock students accounts in the system	5000 students	7,987 students	5	5	5	5	
Total Over-all Rating		52.02								
Average Rating (Total Over-all rating divided by 11)		4.72	Comments & Recommendations for Development Purpose: Attend cash management and skills development trainings for career enhancements.							
Additional Points:										
Punctuality										
Approved additional points (with copy of approval)										
FINAL RATING										
ADJECTIVAL RATING		Outstanding								

Evaluated & Rated by:

Recommending Approval:

Approved by:

QUEEN-EVER Y. ATUPAN

Dept./Unit Head

Date:

RYSAN C. GUINOCOR

OC, ODAS

Date: **30 AUG 2021**
REMBERTO A. PATINDOL

Vice President for Admin & Finance

Date:

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2021

Name of Staff: Jennifer G. Tinaja Position: Administrative Aide 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.

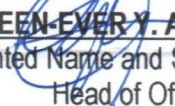
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job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


QUEEN-EVERY Y. ATUPAN
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Jennifer G. Tinaja

Performance Rating: 4.72

Aim: Improved student services.

Proposed Interventions to Improve Performance:

Date: January 1, 2021 Target Date: March 31, 2021

First Step: Oriented and mentored her on the needed reports and student services transactions offered.

Result: Quarterly Reports were submitted before deadlines.

Date: April 1, 2021 Target Date: June 30, 2021

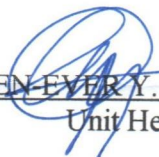
Next Step: Conducted one-on-one mentoring on the presentation of Quarterly reports or schedule of Accounts Receivable.

Outcome: Quarterly Report were properly presented and various students' accounts were updated.


Final Step/Recommendation:

Attend cash management and skills development trainings for career enhancements.

Prepared by:


QUEEN EVER Y. ATUPAN
Unit Head

Conforme:


JENNIFER G. TINAJA
Name of Ratee Faculty/Staff