



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **RICKY DANN M. FERNANDEZ**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.51	70%	3.16
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
TOTAL NUMERICAL RATING			4.53

TOTAL NUMERICAL RATING: 4.53

Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.53

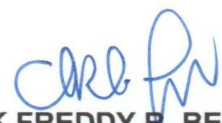
FINAL NUMERICAL RATING 4.53

ADJECTIVAL RATING: **Outstanding**

Prepared by:


RICKY DANN M. FERNANDEZ
Admin. Aide III

Reviewed by:


NICK FREDDY R. BELLO
OIC-Head, Accounting Office

Recommending Approval:


LOUELLA C. AMPAC
Director, Financial Management Office


Approved:


DANIEL LESLIE S. TAN
Vice President for Administration and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **RICKY DANN M. FERNANDEZ**, staff of the Accounting Office commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January 1 to June 30, 2023**.


RICKY DANN M. FERNANDEZ
 Ratee


NICK FREDDY R. BELLO
 Head of Unit


NO.	MFO & PAPs	Success Indicators	Task Assigned	JAN-DEC 2023 Target	Percentage of Accomplishments June 30, 2023	Details of Accomplishment June 30, 2023	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
	Administrative & Support Services & Management	Customer Friendly Services	Served clients with courtesy; immediate responses to client needs and inquiries	100%		100%	5	5	5	5	
	Disbursement/ Processing Services	Number of Payment audited	Pre-audited PO's voucher of supplies and materials, travel and other kind of payments	3,000	58%	1,750	5	4	5	4.67	
		Number of payrolls audited	Pre-audited payroll of Regular, Contractual, Casual and Job Order employees	2,000	60%	1,210	5	4	5	4.67	
		Number of financial documents obligated	Control Projects/ Releases under NGAS (20201050) funded by DA-BAR, CHED, PCARRD, DENR, DOST & NEDA	28	100%	28	5	5	5	5	
	Bookkeeping Services	Number of Quarterly and Terminal Financial Projects Reports with supporting schedules prepared and submitted to funding agencies within the mandated time	Prepare Financial Report of each project	10	60%	6	5	4	4	4.33	
			Prepare Schedule of Recapitulated liquidations of each projects	10	60%	6	5	4	4	4.33	
			Prepare schedule of accounts payable for each projects	3	100%	3	5	4	4	4.33	
			Prepares Liquidation Report of Accounts Payable of the previous Year of each projects	3	100%	3	4	4	4	4	
			Prepare Terminal Report as projects requires	6	80%	4	4	4	4	4	
	Services or Continual & Improvement & Management Services	Number of Innovations for Improved University Operations	Process immediately the financial documents as long funds is available	6	100%	6	5	4	4	4.33	
		Number of best practices achieved	Liquidate the financial documents	6	100%	6	4	4	4	4	
		Number of documents coded on ISO 9001:2015 standard forms	Codes documents	500	100%	1,149	5	5	5	5	
		Number of internal and external documents posted/monitored	Posts/Monitor internal and external documents	500	100%	1,149	5	5	5	5	

62 56 58 58.7


Total Over-all Rating					4.51
Average Rating (Total Over-all rating divided by # of entries)					4.51
Additional Points:					
Punctuality					
Approved Additional points (with copy of approval)					
FINAL RATING					4.51
ADJECTIVAL RATING					Outstanding

Comments & Recommendations for Development Purpose:
 Attend more trainings relevant to functions. Improve timeliness in sense of urgency in assigned task.


Evaluated and Rated by:


NICK FREDDY R. BELLO
 OIC-Head, Accounting Office
 Date: _____
 1 - quality 2 - efficiency

Recommending Approval:


LOUELLA C. AMPAC
 Director, Financial Management Office
 Date: _____
 3 - timeliness 4 - average

Approved:


DANIEL LESLIE S. TAN
 Vice Pres. for Admin and Finance
 Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan. 1-June 30, 2023

Name of Staff: RICKY DANN M. FERNANDEZ

Position: Admin 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		4.58				

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		4.48				

Overall recommendation : _____


NICK FREDDY R. BELLO
 OIC-Head, Accounting Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **RICKY DANN M. FERNANDEZ**

Performance Rating: Very Satisfactory

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 1 Target Date: December 2023

First Step:

Training on financial management and other accounting functions

Result

Improved performance

Date: _____ Target Date: _____

Next Step:

Recommend for Promotion

Outcome: _____

Final Step/Recommendation:

Prepared by:



NICK FREDDY R. BELLO
Unit Head

Conforme:



RICKY DANN M. FERNANDEZ
Name of Ratee Faculty/Staff