

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: WILMA V. NAPIERE

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.94	70%	3.46
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.91

TOTAL NUMERICAL RATING: 4.91

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.91

ADJECTIVAL RATING: OUTSTANDING

Prepared by:



WILMA V. NAPIERE

Name of Staff


Reviewed by:



ERLINDA S. ESGUERRA

Department/Office Head

Recommending Approval:



LOUELLA C. AMPAC

Dean/Director

Approved:





REMBERTO A. PATINDOL

Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Wilma V. Napiere**, of the Accounting 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 1 to June 30, 2019


WILMA V. NAPIERE
 Ratee



ERLINDA S. ESGUERRA
 Head of Unit

NO.	MFO & PAPs	Success Indicators	Task Assigned	January-June,2019 Target	Percentage of Accomplishments	Details of Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
ACCTG. MFO 1	Administrative & Support Services & Management	No. of external linkages for improved financial management developed/maintained	COA & DBM	2 External Linkages	100%	2	5	5	5	5	
ACCTG. MFO 2	Disbursement/Processing Services	No. of transactions encoded/recorded error free	07-Trust Receipts-Encodes & records entries to BAOM	2836	107%	2901	5	5	5	5	
ACCTG. MFO 3	Bookkeeping Services	No. of transactions posted error free	Posts transactions to SL and GL for Trust Receipts	1,000	104%	1,040	5	5	5	5	
		No. of entries consolidated error free	Consolidates CkDJ of the main campus under Trust Receipts	132	110%	145	5	5	5	5	
		No. of entries consolidated error free	Consolidates all transactions of the branch campuses such as CRJ, CDJ, CkDJ and post to General and subsidiary ledgers for Trust Receipts	120	102%	122	5	5	5	5	
		No. of journals prepared within the mandated time	Prepares General journals and JEV for Trust Receipts	250	112%	279	5	5	5	5	
		No. of accounts maintained and posted	Maintains and post to subsidiary ledgers for cash advances and cash in bank accounts	20	100%	20	5	5	5	5	
		No. of entries for liquidation of cash advances	Prepares liquidation summary report for Trust Receipts	90	107%	96	5	5	5	5	
		No. of Schedules prepared w/in the mandated time	Prepares schedule of Accts. Rec., Advances to Officers & Employees , Advances to Special Disb. Officers, Petty Cash, Due from Officers , Loans- Rec., Other Receivables	14	100%	14	5	5	5	5	
		No. of Trial Balance prepared within the mandated time	Prepares Trial Balance under Trust Receipts	6	100%	6	5	5	5	5	

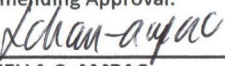
		No. of entries encoded to Cash Receipts Journal recorded error free	Encodes & analyzes entries and prepares Cash Receipts Journals for all Funds	1350	108%	1456	5	5	5	5	
		No. of reports prepared required by other offices/agnecies within the mandated time	Prepares summary of Income of 05-IRF, 06-BRF, 07-TR, VSU Hosp. & Senior HS	18	100%	18	5	5	5	5	
		No. of Bank Reconciliation prepared	Prepares bank reconciliation for MDS accounts(current only)	10	100%	10	5	5	5	5	
		No. of financial statements prepared within the mandated time	Prepares financial Statements for submission to COA, DBM & GAS for Trust Receipts	10	100%	10	5	5	5	5	
		No. of Reports prepared witin the mandated time	Prepares summary of Quarterly disbursements for 07-Trust Receipts & monthly disbursment for MDS/LDDAP-ADA	8	100%	8	5	5	5	5	
ACCTG. MFO 4	Innovation & Best Practices Services or Continual Improvement and Management Services	No. of operations manuals prepared, developed and approved	Prepares Operation Manual	1	50%	50%	4	4	4	4	on progress
		No. of innovations for improved university operations		1	100%	1	5	5	5	5	maintains soft copy of IGF generated collection reports
		No. of best practices achieved		1	100%	1	5	5	5	5	immediate action on the request
	Total Over-all Rating						89	89	89	89	

Average Rating (Total Over-all rating divided by # of entries)				4.94
Additional Points:				
Punctuality				
Approved Additional points (with copy of approval)				
FINAL RATING				4.94
ADJECTIVAL RATING				OUTSTANDING


Comments & Recommendations for Development Purpose: To attend training for update on Acctg. System

Evaluated and Rated by:

ERLINDA S. ESGUERRA
Head, Accounting Office

Date: _____
1 - quality 3 - timeliness
2 - efficiency 4 - average

Recommending Approval:

LOUELLA C. AMPAC
Director for Finance

Date: _____

Approved:

REMBERTO A. PATINDOL
ice Pres. For Admin. And Finac

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan 1-June 30, 2019

Name of Staff: **Wilma V. Napiere** Position: Administrative 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
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					
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	58				
Average Score	4.83				

Overall recommendation : _____


ERLINDA S. ESGUERRA
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: WILMA NAPIERE

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 1 Target Date: October, 2019

First Step:

Training on Laws and Rules on Government Expenditures

Result:

Improved Performance

Date: _____ Target Date: _____

Next Step:

Recommend for promotion


Outcome: _____

Final Step/Recommendation:

Prepared by:


ERLINDA S. ESGUERRA
Unit Head

Conforme:


WILMA NAPIERE
Name of Ratee Faculty/Staff