



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **TERESITA G. MANATAD**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.78	4.78 x 70%	3.35
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	4.67 x 30%	1.40
TOTAL NUMERICAL RATING			4.75

TOTAL NUMERICAL RATING: 4.75


Add: Additional Approved Points, if any: 0.00

TOTAL NUMERICAL RATING: 4.75

FINAL NUMERICAL RATING 4.75

ADJECTIVAL RATING: OUTSTANDING


Prepared by:


TERESITA G. MANATAD
Admin. Aide VI

Reviewed by:


MYRNA S. PANCITO
Head, Budget

Recommending Approval:


LOUELLA C. AMPAC
Financial Management Director

Approved:


REMBERTO A. PATINDOL
Vice President for Admin. & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, TERESITA G. MANATAD, of the Budget 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- June 30, 2021

Approved:

TERESITA G. MANATAD
TERESITA G. MANATAD

Ratee

MYRNA S. PANCITO
MYRNA S. PANCITO

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Percentage of Accomplishment	Details of Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
Certified Financial Documents/Reports	Number of transaction recorded/encoded right after receipt of documents, error free	Records/Encodes daily, obligated Purchase Orders, Vouchers & Payrolls under Special Trust Fund Accounts to BAOM	95% : 1550 documents under STF	116%	1,800	4	5	4	4.33	
	Number of sub-allotment & projects controlled 2 days upon receipt, error free	Controls office/center/dept . augmentation under STF and encode income from STF Projects to Registry of Receipts & Obligations Subsidiary Ledger of curent and prior years exenses	95% : 3000 documents under STF & income recorded to 176 proj/mo.	123.60%	3,708	5	5	4	4.67	
	Number of documents obligated, 2 days upon receipt, error free	Obligates vouchers,purchase orders and payrolls and files BUR & vouchers copy under Fund 164(STF)	95% :1800 documents obligated & filed under STF	133.33%	2,400	5	5	5	5.00	
	Number of documents earmarked, 2 days upon receipt, error free	Earmarks Job Orders, Contract of services, Purchase Requests, RIS and fund transfer under Fund 164(STF) Projects	90% :1200 document earmarks	141.66%	1,700	5	5	4	4.67	
	Number of status of funds monthly, quarterly and year-end status prepared within prescribed period, error free	Prepares monthly, Quarterly & year-end status of funds under Fund 164 (STF) projects	12 internal reports	267%	32	5	5	5	5.00	
Administrative Support services and Management	Efficient & customer-Friendly Frontline Service	Entertain clients and observe no noon break policy	Zero percent complaint from clients served	100%	Zero complaint	5	5	5	5.00	
Total Over-all Rating				4.78		29	30	27	29	
Average Rating (Total Over-all rating divided by # of entries)						Comments & Recommendations for Development Purpose: <i>Consistency arrives to work on time. Recommend to other branch manager to learn from the experience</i>				
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING										
ADJECTIVAL RATING										

Evaluated & Rated by:

MYRNA S. PANCITO
MYRNA S. PANCITO
Head, Budget Office

Recommending Approval:

LOUELLA C. AMPAC
LOUELLA C. AMPAC
Financial Management Director

Approved:

REMBERTO A. PATINDOL
REMBERTO A. PATINDOL
Vice Pres. For Admin. & Finance

Date: _____

Date: _____

Date: _____

1 - quality

2 - efficiency

3 - timeliness

4 - average

PERFORMANCE MONITORING FORM

Name of Employee: TERESITA G. MANATAD

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Obligates, records/encodes transactions right after receipt of documents	Obligate, recorded/encoded documents under Special Trust fund account to BAOM	Various dated January-June 2021	Daily form January-June 2021	Daily form January-June 2021	Impressive	Outstanding	The documents were released one day upon receipt
2	Controls sub-allotments and projects	Controlled office/ center/ dept. augmentation under STF projects to registry of receipts & obligations subsidiary ledger of current and prior years	Various dated January-June 2021	Daily form January-June 2021	Daily form January-June 2021	Impressive	Outstanding	The documents were released 2 days upon receipt
3	Obligates vouchers, purchase orders and payrolls and files BUR & vouchers copy under Fund 164	Number of documents obligated, 2 days upon receipt, error free	Various dated January-June 2021	Daily form January-June 2021	Daily form January-June 2021	Very Impressive	Outstanding	The documents were released 2 days upon receipt
4	Earmarks Job orders, contract of services, purchase request, RIS and fund transfer under fund 164 (STF) Projects	Number of documents earmarked, 2 days upon receipt, error free	Various dated January-June 2021	Daily form January-June 2021	Daily form January-June 2021	Very Impressive	Outstanding	The documents were released 2 days upon receipt
5	Prepares monthly, quarterly & year-end status of funds under fund 164 (STF) projects	Number of status of funds monthly, quarterly and year-end status prepared within prescribed period, error free	Various dated January-June 2021	Daily form January-June 2021	Daily form January-June 2021	Very Impressive	Outstanding	Submitted reports within mandated time
6	Efficient & Customer-friendly frontline Service	Entertained clients and observed no noon break policy	Various dated January-June 2021	Daily form January-June 2021	Daily form January-June 2021	Impressive	Outstanding	

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

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

Prepared by:

Myrna S. Pancito
MYRNA S. PANCITO
 Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY-JUNE 2021

Name of Staff: Teresita G. Manatad Position: **ADMINISTRATIVE AIDE VI**


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		52				
Average Score		4.67				

Overall recommendation : _____


MYRNA S. PANCITO
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Teresita G. Manatad

Performance Rating: Outstanding

Aim: To develop the employee's competitiveness among colleagues and to explore new ways of delivering outputs.

Proposed Interventions to Improve Performance:

Date: January 2021 Target Date: June 2021

First Step: Send to Commission on Audit (COA) training entitled Laws and Rules on Government Expenditures (LARGE)

Result: To provide a common understanding and uniform interpretation of Laws, rules and Regulations on government expenditures and disbursement.

Date: _____ Target Date: _____


Next Step:

Outcome: Develop skills and increase motivation through continuous update on work related trainings/ workshops. Knowledge dissemination on return to office.


Final Step/Recommendation:

I have been consistently impressed by her attitude towards her work and her performance on the job. She performs task effectively and efficiently.

Prepared by:


MYRNA S. PANCITO
Head

Conforme:


TERESITA G. MANATAD