



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Valerie C. Valenzona

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.94	70%	3.458
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
TOTAL NUMERICAL RATING			4.93


TOTAL NUMERICAL RATING: 4.93
Add: Additional Approved Points, if any: 0
TOTAL NUMERICAL RATING: 4.93


FINAL NUMERICAL RATING 4.93

ADJECTIVAL RATING: Outstanding

Prepared by: 
VALERIE C. VALENZONA
Name of Staff

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


Recommending Approval: 
RYSAN C. GUINOCOR
Dean/Director

Approved: 
DANIEL LESLIE S. TAN
Vice President

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **VALERIE C. VALENZONA, Administrative Aide IV** 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 **July 1 to December 31, 2022**.


VALERIE C. VALENZONA
 Ratee

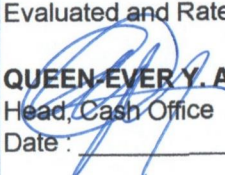
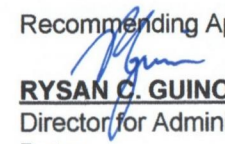

Approval:


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	Fast, Efficient & customer friendly frontline service	95% of clients rated services as very satisfactory or higher	95% of clients rated services as very satisfactory or higher	5	5	5	5.00	
		PI.2 Number of quality procedures revised/updated and registered at QAC	Preparation, encoding and printing of cash office quality procedure	3 quality procedures revised and registered	3 quality procedures revised and registered	5	5	5	5.00	
		PI. 3 Number of administrative processes implemented in accordance with existing approved quality procedures	Implement processes in accordance with existing approved QPs	3 processes implemented according to QP	3 processes implemented according to QP	5	5	5	5.00	

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
ODAS/HRM GASS 1:	Administrative and Support Services	PI. 17 Number of administrative services and financial/ administrative documents acted within time frame	Preparation, encoding and printing of communications and documents	30 requests/ administrative documents	35 requests/ administrative documents	5	5	5	5.00	
		PI. 18 No. of linkages with external agencies maintained	Maintain a good working relationship and linkage with Landbank, COA and other agencies	5 Linkages (COA, BTR, LBP, Philhealth, GSIS)	5 Linkages (COA, BTR, LBP, Philhealth, GSIS)	5	5	5	5.00	
		PI20. Number of Man Com meetings attended and staff meetings presided and counselling sessions among staff conducted.	Attend monthly staff meeting	6 staff meeting	6 staff meeting	5	5	5	5.00	
		PI21. Number of Management Reports prepared for Procurement, planning purposes and ISO audit evidence (OTP, WFP, etc.)	Consolidates, encodes and prints IPCRs with supporting documents	2 reports	2 reports	5	5	4	4.67	
ODAS/HRM GASS 4: Cashiering Services										
CASH MFO1	Administration Support Services & Management	PI1. Number of communications prepared for bank updating and other cash transactions	Preparation, encoding and printing of communications and documents requested by clients	6 requests/ (communications to LBP for the closed accounts,etc.)	7 requests/ (communications to LBP for the closed accounts,etc.)	5	5	5	5.00	

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
		PI2. Number of monthly monitoring of NCA utilization per expense accounts prepared and submitted to management for decision making	Preparation, encoding, printing and monthly monitoring of NCA utilization	6 monitoring report	6 monitoring report	5	5	4	4.67	
CASH MFO2	Disbursement /Processing	PI1. Number of approved vouchers and payrolls acted within prescribed period and error free	Conduct a final review of vouchers & payrolls as to completeness of signatures and attachments	3,000 approved payrolls and vouchers	4,640 approved payrolls and vouchers	5	5	5	5.00	
		PI2. Number of checks, LDDAP, ACIC and PAC'S issued and released within three days	Preparation, encoding and printing of checks, PACS, LDDAP and ACIC	300 checks; 150 entries of LDDAP-ADA; 3,000 entries of PACS	474 checks; 379 entries of LDDAP-ADA; 6,743 entries of PACS	5	5	5	5.00	
CASH MFO3	Financial reports preparation	PI1. Number of daily/monthly financial reports of all funds prepared, consolidated, approved and submitted to accounting office with complete supporting document within the prescribe time, error free.	Report preparation, encoding and printing of RCIC for Regular Agency Fund (General Fund 101)	17 daily/weekly reports (RADAI Reports); 6 monthly reports	101 daily/weekly reports (RCIC & RADAI Reports); 6 monthly reports	5	5	5	5.00	
CASH MFO4	Collection Services	PI1. Number of official receipts issued for collection	Preparation, encoding and printing of Official Receipts	30 official receipts issued	135 official receipts issued	5	5	5	5.00	

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
CASH MFO5	Student Services	PI1. Number of students records of accounts maintained, validated and updated for college and high school students	Posting of payments to each students ledger	30 students record	48 students record	5	5	5	5.00	
Average Rating (Total Over-all rating divided by 19)				4.94	Comments and Recommendations for Development Purpose: Recommended for promotion. Attend skills development and management training to further capability enhancements.					
Additional Points:										
Approved Additional points (with copy of approval)				-						
FINAL RATING				4.94						
ADJECTIVAL RATING				Outstanding						
<div style="display: flex; justify-content: space-between;"> <div> <p>Evaluated and Rated by:</p> <p> QUEEN-EVERY Y. ATUPAN Head, Cash Office Date: _____</p> </div> <div> <p>Recommending Approval:</p> <p> RYSAN C. GUINOCOR Director for Administrative Services Date: _____</p> </div> <div> <p>Approved by:</p> <p> DANIEL LESLIE S. TAN Vice President for Admin & Finance Date: _____</p> </div> </div>										
1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average										



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2022

Name of Staff: Valerie C. Valenzona 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	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 : Recommended for promotion. Attend skills development and management training to further capability enhancements.

QUEEN-EVER Y. ATUPAN

Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Valerie C. Valenzona
Performance Rating: 4.94

Aim: Improved disbursement services and to achieve 100% NCA utilization for CY 2022.

Proposed Interventions to Improve Performance:

Date: July 1, 2022 Target Date: September 30, 2022

First Step: Instruct her to implement the two-cut off time in submitting PACS, ACIC, LDDAP-ADA to the bank to improve our disbursement services.

Result: Disbursement services to clients was further improved.

Date: October 1, 2022 Target Date: December 31, 2022

Next Step: Enhanced the follow-up and coordination with other office to achieve 100% budget utilization for CY 2022 and instruct her in the preparation or reports to DBM for request of additional release.

Outcome: 100% NCA utilization was achieved and requested additional release was approved.


Final Step/Recommendation:

Recommended for promotion. Attend skills development and management training to further capability enhancements.

Prepared by:


QUEEN EVER Y. ATUPAN
Unit Head

Conforme:


VALERIE C. VALENZONA
Name of Ratee Faculty/Staff