



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **LUCILYN L. TABROSA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.26	70%	2.98
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.25	30%	1.28
<b>TOTAL NUMERICAL RATING</b>			<b>4.26</b>

TOTAL NUMERICAL RATING: **4.26**

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING **4.26**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

  
**LUCILYN L. TABROSA**  
Adm. Aide IV

Reviewed by:

  
**NICK FREDDY R. BELLO**  
OIC-Head, Accounting Office

Recommending Approval:

  
**LOUELLA C. AMPAC**  
Director, Financial Management Office


Approved:

  
**EDGARDO E. TULIN**  
Vice President for Administration and Finance


# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LUCILYN L. TABROSA**, 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 **July 1 to December 31, 2023**.

Prepared by:

  
**LUCILYN L. TABROSA**  
 Ratee  
Date: January 12, 2024

Approved:

  
**NICK FREDDY R. BELLO**  
 Head of Unit  
Date: January 12, 2024

## Rating Equivalents:

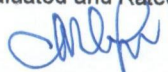
- 5 - Outstanding
- 4 - Very Satisfactory
- 3 - Satisfactory
- 2 - Fair
- 1 - Poor

MFO & PAP's	Success Indicators	Tasks Assigned	2023 Target Jan-Dec	Percentage of Accomplish ments	Details of Accomplish ment Jan- June	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO5: SUPPORT TO OPERATIONS										
Acctg MFO1: ISO 9001:2015 aligned documents										
	PI1. Number of quality procedures prepared/revised	Maintan and apply quality procedure manual	1	100%	1	4	4	4	4.00	Maintain Processing Procedure Manual
Acctg MFO2: Innovation & best practices services										
	PI2. Number of innovation for improved university operations	Use recording index in updating individual close/unliquidated cash advances	1	100%	1	3	4	4	3.67	Process demand letter if needed
	PI3. Number of best practices achieved	Reminded concerns re returned vouchers via Internet Protocol (IP)	1	100%	1	4	4	5	4.33	Updating returns documents of the clients
UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES										
Acctg MFO1: Administration Support Services & Management										
	PI1. Customer Friendly Frontline Service	Served clients with courtesy; immediate response to client needs and inquiries	100% no complain	100%	zero complain	4	5	5	4.67	committed in maintaining customer's satisfaction
	PI2. Number of external linkages for improved financial management developed/maintained	Maintain relationship with external linkages	1	100%	1	5	5	5	5.00	1 external linkage (COA )
	PI3. Percentage of NCs received and acted upon	Practice ISO Requirements	0	100%	Zero NCs	5	5	5	5.00	
	PI4. Percentage of CARs received and acted upon	Practice ISO Requirements	0	100%	Zero CARS	5	5	5	5.00	
Acctg MFO2: Disbursement / Processing Services										
	Number of cash advance. Reimbursements audited	Pre-audited and posted travel cash advances, reimbursements and liquidations	1,500	33%	500	3	4	5	4.00	Various vouchers audited.
	Number of payrolls audited	Audited payroll for Regular, Casual and Job Order Employees	6,000	50%	3,000	4	4	5	4.33	Various vouchers audited.



	Number of payments audited	Audited payments for lodging, telephone bills, department/center billings, caterers/meals payments.	1,200	67%	800	4	4	5	4.33	Various vouchers audited.
	Number of honorarium audited	Audited honorarium and overtime pay of VSU regular and casual	500	20%	100	4	4	4	4.00	Various vouchers audited.
	Number of vouchers journalized	Journalized vouchers	150	53%	80	4	4	4	4.00	Various vouchers journalized.
	Number of liquidation encoded and monitored	Encoded and monitored liquidations	150	50%	75	3	4	4	3.67	Liquidations monitored.
	Number of certification made for cash advance	Prepared and sent out certifications for no unliquidated	50	50%	25	3	4	4	3.67	Certifications prepared and sent
<b>Total Over-all Rating</b>						55	60	64	59.67	
Average Rating (Total Over-all rating divided by # of					59.67	<b>Comments &amp; Recommendations for Development Purpose:</b>  Attend training on Accounting Related Activities				
Additional Points:					4.26					
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING					4.26					
ADJECTIVAL RATING					Very Satisfactory					

Evaluated and Rated by:



**NICK FREDDY R. BELLO**

OIC-Head, Accounting Office

Date: January 12, 2024

1 - quality

2 - efficiency

Recommending Approval:



**LOUELLA C. AMPAC**

Director, Office of the Director of Financial Management

Date: 1/16/24

3 - timeliness

4 - average

Approved:



**EDGARDO E. TULIN**

Vice Pres. for Admin and Finance

Date: 1/16/24





### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December , 2023

Name of Staff: LUCILYN L. TABROSA

Position: Admin. 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		57				



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	N/A				
Average Score	4.25				

Overall recommendation :

for promotion -

  
**NICK FREDDY R. BELLO**  
 OIC-Head, Accounting Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LUCILYN TABROSA

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: \_\_\_\_\_

Target Date: \_\_\_\_\_

First Step:

Attend Relevant Training on Accounting related services

Result

Improved performance

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_


Next Step:

Recommended for Promotion

Outcome: \_\_\_\_\_

Final Step/Recommendation:

Prepared by:

  
**NICK FREDDY R. BELLO**  
Immediate Supervisor

Conforme:

  
**LUCILYN TABROSA**  
Name of Ratee Faculty/Staff