

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


Name of Administrative Staff: **MYRNA S. PANCITO**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.90	4.90 x 70%	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.88	4.88 x 30%	1.46
TOTAL NUMERICAL RATING			4.88

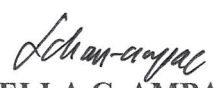
TOTAL NUMERICAL RATING: **4.88**
 Add: Additional Approved Points, if any: **0.00**
 TOTAL NUMERICAL RATING: **4.88**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


MYRNA S. PANCITO
 Admin. Officer V


Reviewed by:


LOUELLA C. AMPAC
 Director for Finance

Recommending Approval:



REMBERTO A. PATINDOL
 Chairman, PMT

Approved:

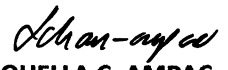

EDGARDO E. TULIN
 President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MYRNA S. PANCITO, 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 July1 - December 31, 2018.


MYRNA S. PANCITO
Ratee

Approved:


LOUELLA C. AMPAC
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Details of Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Administrative & Support Services Mgmt.	Efficient & customer-Friendly Frontline Service	Plans activities and supervises office staff , prepares communications & files documents of the office.	Zero percent complaint from clients served	Zero percent complaint	5	5	5	5	
	Number of external linkages for improved financial management developed/maintained	Attend to meetings/seminars per advisory by Agency & make follow ups of SARO & NCA for the university budget releases	4 external linkages (COA, DBM, CHED, PASUC,NEDA)	4 external linkages (COA, DBM, CHED, PASUC,NEDA)	5	5	5	5	
Effective and Responsive Annual Budget prepared and submitted within allowable period	Percentage of annual budget proposal (GAA & STF) submitted to different regulatory committees and agencies	Prepares data/reports for Budget Proposal for Past Years actual Obligations and Current Year's Appro. & proposed w/in the ceiling per NEP data & released the sub-allotment to offices/centers concerned per GAA	98% of proposed amount approved	Total Budget for FY 2019 proposed per Hard Ceiling = 1 volume Budget prposal submitted	5	5	5	5	
Efficient Budget Utilization of funds within prescribed time	Percentage of budget obligated and liquidated before year end.	Reviews and certifies financial documents (vouchers, payrolls, and etc.) as to availability of appropriation; prepares request for funding terminal leave pay , follow up and get SARO & NCA from DBM	100% budget utilized	Gen. Fund -PS, MOOE,CO=P 915,595M- 97% obligated , STF - P 93,650M -83% obligated	5	5	4	4.67	
	No. of budget proposal (CY & PY) for utilization of income prpared and defended at UADCO & approved by BOR	Prepares data /reports for current & prior years poposed utilization of income for Main Campus for FY 2018 & FY 2019	12 budget proposals	14 Budget prposals Approved by BOR for FY 2018	5	5	5	5	

	No. of fund transfer prepared on the 5th day of the month, error free	Prepares document for fund transfer of funds to External campuses; consolidates reports with main.	70 fund transferred documents & liquidations	82 Fund Transferred Documents & consolidated reports	5	5	5	5	
Timely and Error Free financial and budgetary reports prepared and submitted within the prescribed time.	Number of monthly, quarterly and year end financial reports including request for TLB/Filing up of position prepared, consolidated approved and submitted to COA, DBM, CHED, PASUC for all fund clusters w/in mandated time, error free.	Prepares Budget Execution Document, Budget Accountability Reports monthly, quarterly & year-end reports required by DBM, COA, PASUC, CHED, etc & provides financial data for Normative Financing, AACCUP and other offices.	12 Budget Exec. Docs. & Budget Financial Accountability reports (BED's & BFAR's) certified & approved by the President & 23 other Financial Reports for internal use.	38 Budgetary reports	5	5	4	4.67	
Total Over-all Rating				4.90	35	35	32	34.34	
Average Rating (Total Over-all rating divided by # of entries)					Comments & Recommendations for Development Purpose:				
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING				4.90					
ADJECTIVAL RATING									

Evaluated & Rated by:


LOUELLA C. AMPAC

Director of Finance

Date: _____

Recommending Approval:


LOUELLA C. AMPAC

Director of Finance

Date : _____

Approved:


REMBERTO A. PATINDOL

Vice Pres. For Admin.

Date : _____

- 1 - quality
- 2 - efficiency
- 3 - timeliness
- 4 - average

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1-Dec. 31, 2018

Name of Staff: MYRNA S. PANCITO

Position: Admin. Officer V


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	39				
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	24				
Average Score	4.80				

Overall recommendation : _____


LOUELLA C. AMPAC
 Name of Head

PERFORMANCE MONITORING FORM

Name of Employee: **MYRNA S. PANCITO**

For the period July-December 2018

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all Assessment of	Remarks/Recommendation
1	Monitors GAA,GARO,SARO & NCA Releases with the actual obligations and disbursements of funds.	Allotment monitored, utilized and obligated.	End of the Month	5th day of the Month	5th day of the Month			
2	Prepares reports/data for Budget Proposal for Past years actual obligation and Current Year's Appropriation & Proposed within the ceiling and releases sub-allotment to offices/centers concerned per GAA	Reports/data prepared for the submission of Budget Proposal.	various dates between July - Sept. 2018	various dates between July.- Sept., 2018	various dates between July.- Sept, 2018			Met the deadline set by the agency
3	Prepares reports/data for current & prior years utilization of income for Main Campus.	Reports/data prepared for the utilization of income.	7/12,7/16,7/25,8/3,8/16,12/4,12/19	7/15,7/20,7/27,8/5,8/20,12/6,&12/21	7/15,7/20,7/27,8/5,8/20,12/6,&12/21			Met the deadline set by the agency
4	Reviews and certifies financial documents(vouchers,payrolls and etc.) as to availability of funds.Prepares request for funding terminal leave pay.	Reviewed and certified documents .Prepared request for funding.	Daily from July.- Dec. ,2018	Daily from July.- Dec,2018	Daily from July.- Dec. ,2018			Documents reviewed and certified w/in the day
5	Prepares Budget Execution Document,Budget Accountability Reports Monthly,Quarterly & year-end reports required by DBM ,COA,PASUC & CHED.	Prepared BED,Monthly,Quarterly and Year-End reports	Every 10 of the Month and 15 at the end of theQtr and Year	10th of the Month and 14 at the end of the quarter	10th of the Month and 14 at the end of the quarter			Met the deadline set by required agencies
6	Prepares documents for fund transfer to External campuses.	Documents for fund transfer prepared.	10th dayof the Month	5th day of the month	5th day of the month			
7	Plans activities and supervises office staff.	Planned activites and supervised office staff.	Daily from July.- Dec ,2018	Daily from July.- Dec ,2018	Daily from July.- Dec. ,2018			
8	Attends to meetings/seminars	Attended meetings and seminars	various dates from July-Dec,2018	within July-Dec. 2018	within July-Dec. 2018			

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

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

Prepared by:

Louella C. Ampac
LOUELLA C. AMPAC
Director of Finance

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Myrna S. Pancito
Performance Rating: Outstanding

Aim: To advance in professional competitiveness in government accounting and to have an update on the latest implementations and undertakings as mandated by governing agencies.

Proposed Interventions to Improve Performance:

Date: July 1.,2018

Target Date: October, 2018

First Step: Send to Training & Workshop on Transformational Leadership in a Changing Environment.

Result: Inspire people to achieve unexpected or remarkable results. It gives workers autonomy over specific job as well as the authority to make decisions.


Date: _July 2018_____ Target Date: April 2019_____

Next Step: Attend the Philippine Public Sector Accounting Standards (PPSAS) and Revised Chart of Accounts (RCA)

Outcome: Create a supportive environment where responsibilities is shared. Encourage actions that support the organization rather than personal interests. Earn genuine trust, respect and admiration from the organization. Develop skills and increase motivation through continuous update on work related trainings/workshops.

Final Step/Recommendation: Recommend to attend Training/Workshop on PPSAS and RCA.

Prepared by:


LOUELLA C. AMPAC
Director of Finance

Conforme:


MYRNA S. PANCITO
Printed Name and Signature of Employee