



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

**Annex P**

Name of Administrative Staff: Queen-Ever Y. Atupan


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.92	70%	3.444
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.88	30%	1.464
<b>TOTAL NUMERICAL RATING</b>			<b>4.91</b>

TOTAL NUMERICAL RATING: 4.91  
Add: Additional Approved Points, if any: 0  
TOTAL NUMERICAL RATING: 4.91

FINAL NUMERICAL RATING 4.91

ADJECTIVAL RATING: Outstanding

Prepared by:  
  
QUEEN-EVER Y. ATUPAN  
Name of Staff

Reviewed by:  
  
LOURDES B. CANO  
Dean/Director

Approved:

  
REMBERTO A. PATINDOL  
Vice President for Admin. & Finance

"Exhibit B"

Visayas State University  
Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, QUEEN-EVER Y. ATUPAN, Head of the Cash Division commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 1 to December 31, 2020.

QUEEN-EVER Y. ATUPAN

Ratee

Date:

Approved:

LOURDES B. CANO

Director, ODAS

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

MFO & PAPs		Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
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	Facilitated and Accomodated various requests and inquiries from clients.	95% of clients rated services as very satisfactory or higher	100% of clients rated services as very satisfactory or higher	4	5	5	4.67	
		PI.2 Number of quality procedures revised/updated and registered at QAC	Reviewed and revised existing quality procedures and citizen's charters	3 quality procedures revised and registered	3 quality procedures revised and registered	5	5	5	5.00	

		<b>PI. 3</b> 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	zero NC during external audit
		<b>PI. 4</b> Number of Reports submitted to COA	Prepare Monthly Accountability Reports for checks. Review and sign all daily/weekly financial reports to be submitted to COA.	90 COA reports	420 COA Reports and 1 CHed report	5	5	5	5.00	
		<b>PI. 5</b> Percentage updating of students' payment using Cumulus	Manage the updating and posting of payments from students. Coordinate with various colleges with regards to student account balances.	100% monthly updating and posting of payments using the Cumulus System	100% monthly updating and posting of payments using the Cumulus System	5	5	5	5.00	
		<b>PI.7</b> Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor	Monitor filing of communications, evidences and reports for ISO audit purposes.	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	5	5	5	5.00	



VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS/HRM STO 3:	ARTA aligned frontline services	PI. 9 Efficient & customer friendly frontline service	Responsive & Facilitative to Clients Requests	Zero percent complaint from clients served	Zero percent complaint from clients served	4	5	5	4.67
VPAF STO4: INNOVATIONS & BEST PRACTICES									
ODAS/HRM STO 4:	Innovations & new Best Practices Development Services	PI. 10. Number of new systems/innovations/proposal s introduced and implemented	Preparing & submitting monthly NCA utilization to ODAS, OVPAF & OP for decision making; WI preparing check payment; WI preparing & submitting Reports of Collection; WI preparing & submitting Report of Disbursement; WI for payments thru bank	1 new system; 4 work instructions;	5 new system; 1 proposal; and 4 work instructions;	5	5	5	5.00
					1.Preparing & submitting monthly NCA utilization to ODAS, ODFM, OVPAF & OP for decision making; 2. Online posting of globe payments; 3. Globe eletronic posting of withholding taxes for globe payments; 4.Proposed partnership with remittance agencies; 5. Online banking payments and transactions through Land Bank LinkBiz Portal. 6. Globe payments through BPI.  WI preparing check payment; WI preparing & submitting Reports of Collection; WI preparing & submitting Report of Disbursement; WI for payments thru bank				

		<b>PI.15</b> Number of draft Operations Manual and revised existing manual prepared	Prepare operations manual for cash office	1 operations manual for cash office	1 draft (initial) operations manual for cash office	4	4	5	4.33	Operations Manual for Cashiering: Drafted 6 work instructions as input in the draft of Cash Office Operations Manual waiting for final format.
<b>UMFO6: General Administrative and Support Services (GASS)</b>										
<b>VPAF GASS 1: Administrative and Support Services Management</b>										
<b>ODAS/HRM GASS 1:</b>	<b>Administrative and Support Services</b>	<b>PI. 17</b> Number of administrative services and financial/ administrative documents acted within time frame	Review and sign requests, documents, clearances, readmission and request to open an account with Landbank.	500 requests/administrative documents (clearances, readmission, open bank accounts,etc.)	635 requests/documents/clearances/readmissions and new accounts.	5	5	5	5.00	
		<b>PI. 18</b> No. of linkages with external agencies maintained	Maintain a good working relationship and linkages with COA,BTR,LBP, Remittance agencies, GSIS,Philhealth,Pag-ibig, suppliers and service	5 Linkages (COA, BTR, LBP, Philhealth, GSIS)	7 Linkages (COA, BTR, LBP, Pag-ibig, Philhealth, GSIS,CHED, etc.)	5	5	5	5.00	

		<b>PI.20</b> No. of Man Com meetings attended and staff meetings presided and counselling sessions among staff conducted	Attended management meetings and trainings to develop and improve offered services. Preside monthly meeting for cash office.	6 Mancom meetings attended 6 staff meetings presided 6 coaching sessions conducted	6 Mancom meetings attended 6 staff meetings presided 10 coaching sessions conducted	5	5	5	5.00	
<b>ODAS/HRM GASS 4: Cashiering Services</b>										
CASH MFO1	Administration Support Services & Management	<b>PI1.</b> Number of communications prepared for bank updating and other cash transactions	Prepared communications and emails to BTR, Landbank,DOF, various supplies and service providers.	10 communications	437 communications	5	5	5	5.00	The actual number of accomplishments was due to deposits to accounts no longer active and other reasons due to the pandemic. Also included are the prepared demand letters for long overdue accounts receivable.
		<b>PI2.</b> Number of monthly monitoring of NCA utilization per expense accounts prepared and submitted to management for decision making	Prepare and review data for the monthly Estimate of NCA Balances and Utilization submitted to management for decision making	6 monitoring	9 monitoring including mid-month monitoring.	5	5	5	5.00	



CASH MFO2	Disbursement /Processing	PI1. Number of approved vouchers and payrolls acted within prescribed period and error free	Review and sign vouchers and payrolls and facilitate the preparation of PACCs and checks.	300 approved payrolls 2000 approved vouchers	600 approved payrolls 6,684 approved vouchers	5	5	5	5.00	
		PI2. Number of checks, LDDAP, ACIC and PAC'S issued and released within three days	Review and sign checks, LDDAP, ACIC and PAC'S. Monitor and facilitate the order and request for additional check booklets for all funds.	1,200 checks; 300 entries of LDDAP; 2,500 entries of PACS	3,558 checks; 10,913 entries of LDDAP and entries of PACS	5	5	5	5.00	
		PI3. Number of Cash advances and Petty Cash Fund Maintained/facilitated for University Cash Disbursements.	Review and sign petty cash replenishment and liquidation reports. Facilitate and handle cash advances for University Program and activities as needed and prepare liquidation reports.	3 cash advance/Petty Cash Funds	6 Cash Advance/Petty cash funds	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.	Review and sign daily/monthly financial reports of all funds and review all the attached vouchers and supporting documents, to be submitted to Accounting office.	360 daily/weekly reports 120 monthly reports	382 daily/weekly reports and 236 monthly and quarterly reports	5	5	4	4.67	
CASH MFO4	Collection Services	PI1. Number of official receipts issued for collection	Monitor and supervise the collection and issuance of official receipts. Requests snap shots and bank statements. Manages collection flow and request additional staff for collection and security officers to manage the crowd when needed during peak season.	2,500 official receipts issued	6,463 official receipts issued	5	5	5	5.00	
		PI1. Number of deposits of daily collection following COA rules to be deposited intact on the following working day.	Monitored and reviewed daily deposits and collection reports making sure that all collection is deposited intact on the following	150 deposits	2,007 deposits	5	5	5	5.00	



CASH MFO5	Student Services	P11.Number of students records of accounts maintained, validated and updated for college and high school students	Monitor and supervise the updating of students records and validation of account balances including the sending of demand letters to old accounts balances.  Signed Report of Student account receivable and other reports related to students' accounts. Review the breakdown of accounts receivable as attachment to the Quarterly Report of Receivables.	7000 students 10,000 old accounts	7,907 students and 22,238 old accounts	5	5	5	5.00	
						Comments and Recommendations for Development Purpose:				
						Request CSC to conduct special SDC course for VSU heads.				
Total Over-all Rating					103.33					
Average Rating					4.92					
Adjectival Rating					Outstanding					

Evaluated and Rated by:

  
**LOURDES B. CANO**

Director for Administration

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

Recommending Approval:

  
**REMBERTO A. PATINDOL**

Vice-President for Admin and finance

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

Approved:

  
**REMBERTO A. PATINDOL**

Vice-President for Admin and finance

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

- 1- Quality
- 2- Efficiency
- 3- Timeliness
- 4- Average



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2020

Name of Staff: Queen-Ever Y. Atupan Position: Supervising Administrative Officer

**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>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	4.88				

Overall recommendation : Request CSC to conduct special SDC course for VSU heads.

  
**LOURDES B. CANO**

Printed Name and Signature  
Director of Finance



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Queen-Ever Y. Atupan  
Performance Rating: 4.92

Aim: To develop leadership competencies.

Proposed Interventions to Improve Performance:

Date: July 1, 2020 Target Date: September 30, 2020

First Step: Mentor her and guide her to have vision for her office thru conduct of strategic planning work.

Result: Came up with a strong vision compelling enough to guide the office in action planning.

Date: October 1, 2020 Target Date: December 31, 2020

Next Step: Send her to attend Supervisory Development Course.

Outcome: None due to pandemic and absence of training schedule by CSC.

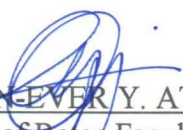
Final Step/Recommendation:

Request CSC to conduct special SDC course for VSU heads.

Prepared by:

  
LOURDES B. CANO  
Unit Head

Conforme:

  
QUEEN-EVER Y. ATUPAN  
Name of Ratee Faculty/Staff