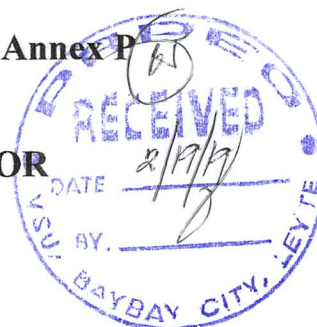


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Annex P



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

Name of Administrative Staff: **JOCELYN T. CO**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.91	4.91 x 70%	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.91	4.91 x 30%	1.47
TOTAL NUMERICAL RATING			4.9


TOTAL NUMERICAL RATING: **4.9**
Add: Additional Approved Points, if any: **0.00**
TOTAL NUMERICAL RATING: **4.9**

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:

Reviewed by:


MONA NENA B. GERALDO
Admin. Aide I


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, **JOCELYN T. CO**, of the **Office of the Director for Finance (ODF)** 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 - December, 2018


JOCELYN T. CO
Ratee

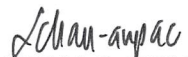
Approved:


LOUELLA C. AMPAC
Director for Finance

MFO & PAPs	Success Indicators	Tasks Assigned	Percentage of Accomplishment as of December 31, 2018	Target	Details of Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
Financial Documents	Number of financial documents approved and released on time	Received, stamps facsimile, encodes & releases all documents in the Finance Office from Accounting Office	102%	8,900 vouchers & payrolls (3,553 Gen.Fund/ 5,347 STF & Trust Funds)	9,100 vouchers & payrolls (4,116 Gen.Fund/ 4,984 STF & Trust Funds)	5.0	5.0	5.0	5.00	
		Received, stamps facsimile, encodes & releases all documents in the Finance Office from Cash Office	102%	750 ACIC	765 ACIC	5.0	5.0	5.0	5.00	
			109%	1,065 SLCI, NCA utilization, LDDAP	1,165 SLCI, NCA utilization, LDDAP	5.0	4.0	5.0	4.67	
			103&%	5,550 Checks (1,970 Gen.Fund/ 3,580 STF & Trust Funds)	5,750 Checks (2,170 Gen.Fund/ 3,580 STF & Trust Funds)	4.0	5.0	5.0	4.67	
			106%	300 student clearances/ withdrawals	320 student clearances/ withdrawals	5.0	5.0	4.0	4.67	
		Acted referrals released		70 referrals	710 referrals	5.0	5.0	5.0	5.00	
	No. of request received & served wihtin the day upon receipt	Clients served within the day	101%	1,320 clients served (10 clients/day)	1,330 clients served (10 clients/day)	5.0	5.0	5.0	5.00	
		Customer-Friendly Frontline Service	100%	No Complaint	No Complaint	5.0	5.0	5.0	5.00	
Administrative and Support Services Management	No. of Financial Reports/Budget related documents reproduced	Distributed SARO/NCA/GARO to concerned offices	171%	368 cps. reproduced	632 cps reproduced	5.0	5.0	5.0	5.00	
		Budgetary Proposals (Utilization of Income) for BOR Approval	107%	570 sets submitted (360 sets for UADCO/70 sets for Finance Committee/140 sets for BOR)	610 sets submitted (400sets for UADCO/70 sets for Finance Committee/140 sets for BOR)	5.0	5.0	5.0	5.00	

Administrative and Support Services Management	No. of Financial Reports/Budget related documents reproduced	Collates, sorts, reproduces, binds budgetary reports/requirements for Congress, Senate and CHED	115&%	(With NEP) 13 sets of FY 2019 budgetary reports submitted	(With NEP) 15 sets of FY 2019 budgetary reports submitted	5.0	5.0	5.0	5.00	
Administrative and Support Services Management	No. of documents/vouchers prepared for processing	Drafted communications, prepared documents for reimbursements, liquidations, OIC and transmittal letters	109%	88 documents prepared	96 documents prepared	5.0	5.0	5.0	5.00	
Total Over-all Rating						59.0	59.0	59.0	59.00	
Average Rating (Total Over-all rating divided no. of task assigned))					4.91	Comments & Recommendations for Development Purpose: <i>Needs training/seminar to uplift more her interest and updates related to her assigned task.</i>				
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING					4.91					
ADJECTIVAL RATING										

Evaluated & Rated by:


LOUELLA C. AMPAC
 Director of Finance

Date: _____

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

Recommending Approval:


LOUELLA C. AMPAC
 Director of Finance

Date: _____

Approved:


REMBERTO A. PATINDOL
 VP for Admin. & Finance

Date: _____

PERFORMANCE MONITORING FORM
July - December, 2018

Name of Employee: JOCELYN T. CO

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	Receiving, encoding and releasing of documents	Documents received, encoded and released	Various dated from July-Dec., 2018	within July-Dec., 2018	within July-Dec., 2018	O	O	the documents were released at most ten minutes after receipt
2	Reproduction of reports/budget related documents	Reproduced reports and budget related documents	Various dated from July-Dec., 2018	within July-Dec., 2018	within July-Dec., 2018	O	O	met the deadline set by required agencies
3	Collates, sorts, reproduces, binds budgetary reports/requirements for Congress, Denate, DBM, PASUC and CHED	Collated, sorted, reproduced, bound budgetary reports/requirements and submitted to different agencies	Various dated from July-Dec., 2018	within July-Dec., 2018	within July-Dec., 2018	O	O	met the deadline set by required agencies
4	Drafts communications/proposals and prepares documents for reimbursements, liquidations, OIC and transmittal letters	Drafted communications/proposals and prepared documents for processing	Various dated from July-Dec., 2018	within July-Dec., 2018	within July-Dec., 2018	VS	VS	communications submitted/forwarded at most two days after assigned task
5	Consolidate reports of the CSI's	Consolidated CSI's reports	Various dated from July-Dec., 2018	within July-Dec., 2018	within July-Dec., 2018	O	O	submitted reports within mandated time

* 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


PERFORMANCE MONITORING & COACHING JOURNAL
July - december 2018


	1st	Q U A R T E R
x	2nd	
	3rd	
	4th	

Name of Office: Office of the Finance Director
Head of Office: LOUELLA C. AMPAC
Name of Staff: JOCELYN T. CO Signature 

Activity	Monitoring	MECHANISM			Remarks	
		Meeting		Memo		Others (Pls. specify)
		One-on-One	Group			
<u>Monitoring</u>						
1	Receiving, encoding, stamps facsilime and releasing of documents	X				
2	Reproduction of reports/budget related documents (SARO and NCA)	X				
<u>Coaching</u>						
1	To encode all documents in the database for easy retrieval	X				
2	Furnish copy of SARO and NCA to the offices concerned	X				

Note: Please indicate the date in the appropriated box when the monitoring was conducted.

Conducted by:

LOUELLA C. AMPAC
Head of Office

Noted by:

REMBERTO A. PATINDOL
Vice-Pres. for Admin. and Finance

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY 1 – DECEMBER 31, 2018

Name of Staff: JOCELYN T. CO

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	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	24				
Average Score	4.88				

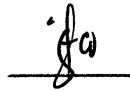
} N/A

Overall recommendation : _____

Louella C. Ampac
LOUELLA C. AMPAC
Director of Finance

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : **JOCELYN T. CO**
Performance Rating: **Outstanding**

Signature: 

Aim: To maximize the productivity potential of our Clerk.

Proposed Interventions to Improve Performance:

Date: July 1, 2018 Target Date: September 30, 2018

First Step:

Discussion on how to collate 2020 requirements for BP 202 Proposal for New Projects submitted to NEDA, DPWH and DBM.

Result:

On time submission of Proposals for New Projects to the different requesting offices.

Date: September 30, 2018 Target Date: December 13, 2018

Next Step:

Instruction on proper preparation of BOR Proposal with separate file name for each proposal.

Outcome: Easy Retrieval of e-copy of BOR Proposals

Final Step/Recommendation:

Recommend to attend training for clerks.

Prepared by:


LOUELLA C. AMPAC
Director of Finance