



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MARIA FE A. BASLAN**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.83	70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.81	30%	1.44
TOTAL NUMERICAL RATING			4.86

TOTAL NUMERICAL RATING: 4.86


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.86

FINAL NUMERICAL RATING 4.86

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:


MARIA FE A. BASLAN 10/12/2020
Administrative Aide IV

Reviewed by:


ERLINDA S. ESGUERRA 10/12/2020
Head, Accounting Office

Recommending Approval:


LOUELLA C. AMPAC 10/12/2020
Director, Finance and Management Office

Approved:


REMBERTO A. PATINDOL 10/13/2020
Vice President, Administration and Finance Office

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Maria Fe A. Baslan**, 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 **January to June, 2020**.


MARIA FE A. BASLAN

Ratee

Approved:


ERLINDA S. ESGUERRA

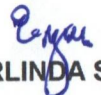
Head of Unit

10/12/2020

MFO & PAP's	Success Indicators	Tasks Assigned	Jan-June 2020 Target	Percentage of accomplishment %	Details of Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
Administrative and Support Services & Management	Number of certification for all types of loans prepared.	1.Prepared certification for all types of loans and premiums of GSIS, Pagibig, Private banks and net pay of employees.	125	104.00	130 certification prepared	5	4	5	4.67	
	Number of refund voucher/ withdrawal for student in all types of scholarship prepared.	2. Prepared vouchers for refund of students and prepared also vouchers for w/drawal of student in all types of scholarships.	275	101.82	280 vouchers refund	5	5	5	5.00	
	Number of vouchers for refund of faculty & staff employees prepared.	3. Prepares voucher for refund of faculty and staff employees (GSIS, Pagibig & Private banks).	80	112.50	90 vouchers refund of employees	5	5	5	5.00	
	Number of certification/ communication prepared	4.Prepared certification/communication as to the last salary received of employees (benefits received)	45	122.22	55 certification/com.	5	5	5	5.00	
	Number of part time instructors posted.	5. Posted all salary/benefits of all part time instructors.	175	105.71	185 of part time posted	5	5	5	5.00	
	Customer Friendly Service	Served clients with courtesy; immediate response to client needs and inquiries	100% no complaint	100.00	100% no complaint; Served clients with courtesy; immediate response to client needs and inquiries	5	5	5	5.00	

Financial Reports	Number of document/OR photocopy.	6. Xerox /photocopy the philhealth, GSIS, Pag-ibig remittances (all official receipts/doc. for accounting file)	20	150.00	30 cps./month	5	5	4	4.67	
	every time task assigned	7. Do other task assigned from time to time.	7	142.86	10 times	5	5	4	4.67	
Total Over-all Rating						40	39	38	39.00	
Average Rating (Total Over-all rating)					4.88	Comments & Recommendations for Development Purpose: To attend training for updates on Accounting System				
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING					4.88					
ADJECTIVAL RATING					Outstanding					

Evaluated and Rated by:


ERLINDA S. ESGUERRA
 Head, Accounting Office

Date: _____
 1 - quality 3 - timeliness
 2 - efficiency 4 - average

Recommending Approval:


LOUELLA C. AMPAC
 Director for Finance

Date: _____

Approved:


REMBERTO A. PATINDOL
 Vice Pres. For Admin. & Finance

Date: _____

PERFORMANCE MONITORING FORM

Name of Employee: MARIA FE A. BASLAN

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	Prepared cert. for all types of loans & prem. Of GSIS/Pagibig/Private banks & net pay of employees.	Certification prepared, signed & released	Daily	2-hrs. upon receipt	1-hr upon receipt	Very impressive	Outstanding	
2	Prepared vouchers for refund/w-drawal of student in all types of scholarships.	Vouchers prepared, signed and released	daily	15 mins.	10 mins after receipt	Very impressive	Outstanding	
3	Prepared vouchers for refund of faculty & staff employees (GSIS, Pagibig & Private banks).	Vouchers prepared, signed and released	daily	15 mins upon receipt	10 minutes after receipt	Very Impressive	Outstanding	
4	Posted all salary payroll/benefits of all part time instructors.	Salary payroll posted, signed and released	every quicina	1-hr as doc. Receipt	30 mins.	Very Impressive	Outstanding	
5	Prepared cert./communication as to the last salary received of employees (benefits received).	Communication/cert. prepared & processed.	daily	daily	daily	Impressive	Very Satisfactory	
6	Reproduction of documents/OR photocopy(GSIS/Pagibig/Philhealth)	Reproduced OR/Acctg. File	every month	1 day	half day	Impressive	Very Satisfactory	

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

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

Prepared by:


ERLINDA S. ESGUERRA
 Head, Accounting Office

10/12/2020



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January 1 – June 30, 2020**

Name of Staff: **MARIA FE A. BASLAN**

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		58				

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		4.81				

Overall recommendation : _____


ERLINDA S. ESGUERRA
 Head, Accounting Office

10/12/2020

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MARIA FE A. BASLAN**

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 1 Target Date: November , 2020

First Step:

In-house training on records management

Result:


Date: _____ Target Date: _____

Next Step:

Outcome: _____

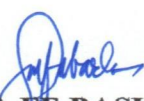
Final Step/Recommendation:

Prepared by:


ERLINDA S. ESGUERRA
Unit Head

10/12/2020

Conforme:


MARIA FE BASLAN
Name of Ratee Faculty/Staff

10/12/2020