

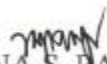
COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

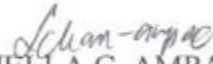
Name of Administrative Staff: MYRNA S. PANCITO

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.88	4.88 x 70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	4.94 x 30%	1.48
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: 
 MYRNA S. PANCITO
 Admin. Officer III

Reviewed by: 
 LOUELLA C. AMPAC
 Director of 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 August 1 to December 31, 2017.



MYRNA S. PANCITO

Ratee

Approved:

LOUELLA C. AMPAC

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Details of Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
Annual Budget Proposal for GAA, Income & Budget Utilization	Percentage of Budget Utilization - Obligations BUR	Prepares monitoring of the GAA, GARO, SARO, & NCA releases monthly with the actual obligations, TRA & actual disbursements of funds .	90% of budget utilized and obligated	MOOE & Capital Outlay= 223,353m; PS =224,620m Obligations					
	Percentage of approved budget against budget proposed as submitted and defended before CHED, Congress & Senate & approved by Pres. Aquino.	Prepares reports/data for Budget Proposal for Past years Actual Obligations and Current Year's Appropriation & proposed within the ceiling, per NEP data & released the sub-allotment to offices/centers concerned per GAA	98% of proposed amount approved	1 volume of revised Budget Proposal for 2017 NEP & Total Budget FY 2017 approved per GAA= P698,416m	5	5	5	4.67	
Certified Financial Documents/Reports	No. of budget proposals (CY & PY) for utilization of income prepared and defended at UADCO & approved by BOR	Prepares data/reports for current & prior years & proposed utilization of income for Main campus for FY 2016 & FY 2017 proposal .	98% of proposed amount approved; with 5 budget proposals approved by BOR	4 budget proposals approved by BOR, FY 2017= P6,739m	5	5	4	5	
	No. of financial documents processed (vouchers, payrolls, appointment, PO, PRs, contract for services, certification) within 2 days after receipt with client satisfaction	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	95% documents received: 10000 documents certified; vouchers/payrolls, PR's & RIS; appointments(Casual, con, JO & parttimer, certification: request for TLB funding	13,342 documents= payroll, vouchers, RIS, Purchase Request, Appointments, Contracts for Svcs. Fund transfers & 6 TLB-funding requests	5	5	4	5	

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Details of Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
	No. of Budget Reports (BEDs & BAR's); monthly, quarterly, & year-end reports prepared & provided financial data within prescribed period of 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, AACCLUP and other offices.	30 Budget Exec. Docs. & Budget Financial Accountability reports (BED's & BAR's) certified & approved by the President & 50 other Financial Reports for internal use.	15 budgetary accountability reports, certified correct and approved by the President, submitted on time, error free, on file	5	5	4	4.67	
	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.	80 fund transferred documents & liquidations	45 fund transferred documents & recording liquidations of fund for consolidation with main	5	5	5	5	
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	4.67	
	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	
Total Over-all Rating	Average Rating (Total Over-all rating divided by # of Additional Points:			4.88	40	40	37	39	
	Punctuality								
	Approved Additional points (with copy of approval)								
FINAL RATING									
ADJECTIVAL RATING									
Comments & Recommendations for Development Purpose:									

Received by: Edgardo E. Tulin Date: _____
 Approved: Edgardo E. Tulin Date: _____
 Vice President, Admin & Finance
 Date: _____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: August 1 – December 31, 2017
 Name of Staff: Myrna S. Pancito Position: Admin. Officer III

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
2. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
3. 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
4. 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
5. Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
6. Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
7. 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
8. 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
9. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
10. Willing to be trained and developed	5	4	3	2	1

Total Score						
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		84				
Average Score		4.94				

Overall recommendation : _____

Louella C. Ampac
LOUELLA C. AMPAC

Name of Head