



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Ma. Melissa F. Mendoza

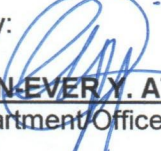
Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.91	70%	3.437
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.500
TOTAL NUMERICAL RATING			4.94

TOTAL NUMERICAL RATING: 4.94
Add: Additional Approved Points, if any: 0
TOTAL NUMERICAL RATING: 4.94

FINAL NUMERICAL RATING 4.94

ADJECTIVAL RATING: Outstanding

Prepared by: 
MA. MELISSA F. MENDOZA
Name of Staff

Reviewed by: 
QUEEN EVER Y. ATUPAN
Department Office Head

Recommending Approval:


RYSAN C. GUINOCOR
Dean/Director

Approved:



DANIEL LESLIE S. TAN
Vice President

"Exhibit B"

I, MA. MELISSA F. MENDOZA, an administrative staff of the **Cash 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 of JANUARY 1 to JUNE 30, 2023

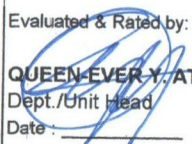

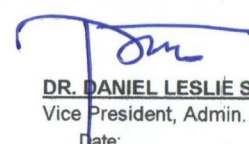
Approval:


MA. MELISSA F. MENDOZA
Ratee

Approval: 
QUEE-EVERY Y. ATUPAN
Head of Unit

No.	MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
UGASS. SUPPORT TO OPERATIONS										
OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS										
ODAS 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	Fast, Efficient & customer friendly frontline service	95% of clients rated services as very satisfactory or higher	100% of clients rated services as very satisfactory or higher	5	5	5	5.00	
		PI 2 Number of quality procedures revised/updated and registered at QAC	Preparation,encoding and printing	3 processes implemented according to QP	3 processes implemented according to QP	5	5	5	5.00	
		PI 3 Number of Administrative processes implemented in accordance with existing approved	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	
		PI.4 Number of Reports submitted to COA	Submit reports of checks issued (soft and hard copies) as requested	20 COA reports	29 reports	5	5	5	5.00	
		PI.7 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor	Preparation and filing of evidences	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	5	5	5	5.00	
OVPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS										

ODAS STO 3:	ARTA aligned frontline services	PI. 9 Efficient & customer friendly frontline service	Fast, Efficient & customer friendly frontline service	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	4	4.67	
OVPAF STO4: INNOVATIONS & BEST PRACTICES										
ODAS STO 4:	Innovations & new Best Practices Development Services	PI. 10. Number of new systems/innovations/proposals introduced and implemented	Prepare Work Instruction in the preparation of checks payments for 101- TRUST-P-161- IGP,PCC,101-T-CEBU, STF-CEBU,VSU-H, & SHS	1 new system;	1 new system/innovation;	5	5	5	5.00	
UMFO6: General Administrative and Support Services (GASS)										
VPAF GASS 1: Administrative and Support Services Management										
ODAS GASS 1:	Administrative and Support Services	PI.17 Number of administrative services and financial/ administrative documents acted within time frame	Preparation, encoding and printing of communications and documents requested by clients	25 requests/administrative documents (transfer of payments to other bank accounts, etc.)	30 communications	5	5	5	5.00	
		PI. 18 No. of linkages with external agencies maintained	Maintain a good working relationship and linkage with landbank,COA and other agencies	3 Linkages (COA, BOT, LBP, Philhealth, GSIS,HDMF, Palawan, Cebuana)	3 Linkages (COA,LBP, HDMF)	5	5	5	5.00	
		PI.20 No. of staff meetings attended		6 staff meetings	6 staff meetings	5	5	5	5.00	
ODAS GASS 4: Cashiering Services										
CASH MFO2	Disbursement /Processing	PI1. Number of approved vouchers and payrolls acted within prescribed period and error free	Conduct a final review of vouchers & payrolls as to completeness of signatures and attachments	250 approved payrolls and vouchers	250 approved payrolls and vouchers	5	5	4	4.67	

		PI2. Number of checks, LDDAP, ACIC and PAC'S issued and released within three days	Preparation, encoding and printing of checks and PACS	183 checks; 750 entries of LDDAP and PACS	1698 checks; 750 entries of LDDAP and PACS	5	5	4	4.67	
		PI3. Number of Cash advances and Petty Cash Fund Maintained/facilitated for University Cash Disbursements.	QE. Atupan, MM. Mendoza, C. Sacro, R. Guinocor, L. Ampac	2 cash advance/Petty Cash Funds	3 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.	Report preparation, encoding and printing of Report of check issued for fund 101-trust, 161-IGP, PCC, 101-T-CEBU, 164-STF-CEBU, and SHS	12 daily/weekly reports 6 monthly reports	12 daily/weekly reports 6 monthly reports	5	5	4	4.67	
Total Over-all Rating									68.68	
Average Rating (Total Over-all rating divided by 14)		4.91	Comments and Recommendations for Development Purpose: Recommend her to attend trainings and seminars.							
Additional Points:										
Punctuality										
Approved Additional points (with copy of)										
FINAL RATING		4.91								
Adjectival Rating		OUTSTANDING								
Evaluated & Rated by:  QUEEN EVER Y. ATUPAN Dept./Unit Head Date: _____			Recommending Approval:  ATTY. RYSAN C. GUINOCOR Director for Administration Date: _____			 DR. DANIEL LESLIE S. TAN Vice President, Admin. & Finance Date: _____				
1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average										



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2023

Name of Staff: Ma. Melissa F. Mendoza

Position: Administrative Aide IV

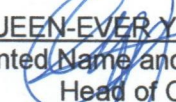
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	60				
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	5.00				

Overall recommendation : Recommended for promotion. Keep up the good work!


 QUEEN-EVERY Y. ATUPAN
 Printed Name and Signature
 Head of Office

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ma. Melissa F. Mendoza

Performance Rating: 4.91

Aim: Efficient disbursement of benefits to clients and students.

Proposed Interventions to Improve Performance:

Date: January 1, 2023 Target Date: March 31, 2023

First Step: Monitor her on the disbursement of petty cash funds (all funds)

Result: Disbursement of petty cash funds were efficiently conducted and managed.

Date: April 01, 2023 Target Date: June 30, 2023

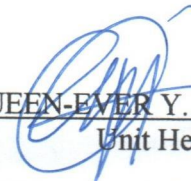
Next Step: Monitor her on the conduct of disbursement of stipend to students and scholars. Instruct her to liquidate Cash Advance on time.

Outcome: Cash Advances were properly liquidated and disbursements were efficiently conducted


Final Step/Recommendation:

Recommend her to attend trainings and seminars.

Prepared by:


QUEEN-EVER Y. ATUPAN
Unit Head

Conforme:


MA. MELISSA F. MENDOZA
Name of Ratee Faculty/Staff