


COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

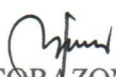
Name of Administrative Staff: MA. MELISSA F. MENDOZA

| Particulars (1) | Numerical Rating (2) | Percentage Weight 70% (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|---------------------------------|---|
| 3. Numerical Rating per IPCR | 4.83 | 4.83 x 70% | 3.381 |
| 4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.58 | 4.58 x 30% | 1.374 |
| TOTAL NUMERICAL RATING | | | 4.76 |

TOTAL NUMERICAL RATING: 4.76
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.76

ADJECTIVAL RATING: OUTSTANDING

Prepared by: 
MA. MELISSA F. MENDOZA
AA IV

Reviewed by: 
CORAZON U. NUEVO
Head, Cash Office

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved: 
EDGARDO E. TULIN
President

I, Ma. Melissa F. Mendoza, 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 of January 1, 2019 to June 30, 2019

MA. MELISSA F. MENDOZA
Ratee

Approved: CORAZON U. NUEVO
Head of Unit

| MFO & PAPs | Success Indicators | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|--|--|---|----------------|-----------------------|--------|---|---|------|---------|
| | | | | | Q | E | T | A | |
| ADMINISTRATION SUPPORT SERVICES & MANAGEMENT MFO 1 | Customer Friendly Frontline Service | Responsive and facilitated clients request. | zero complaint | zero complaint | 5 | 5 | 5 | 5 | |
| DISBURSEMENT/ PROCESING MFO2 | Percentage of funds disbursed with approved documents with customer satisfaction and error free. | Encoded check entries to BAUM | 4,150 | 4,278 | 5 | 5 | 4 | 4.67 | |
| | | Generated checks for fund 101T, 101 Cebu, STF Cebu 101T Cebu, AREC, PCC, KR2 jackfruit and RF 161 | 4,150 | 4,278 | 5 | 4 | 4 | 4.33 | |
| | Number of withdrawals of student deposit. | Recorded checks issued to the corresponding Bank Cash Book | 4,150 | 4,278 | 5 | 5 | 4 | 4.67 | |
| | | Updated/monitored balances of Bank cash book | 10 | 10 | 5 | 5 | 5 | 5 | |
| | | Posted the assigned check number to the payrolls/vouchers. | 4200 | 4,200 | 5 | 5 | 5 | 5 | |
| | | Encoded PACS for ATM payroll of Job Orders of 101 Trust, igp and arec. | 3000 | 3,500 | 5 | 5 | 4 | 4.67 | |
| | | Prepared summary for PACS. | 130 pages | 155 pages | 5 | 5 | 4 | 4.67 | |
| | | Prepared special cash advances. | 5 | 5 | 5 | 5 | 5 | 5 | |
| | | Disbursed/paid approved vouchers/payrolls below P500.00 of all funds under MOOE | 550 | 625 | 5 | 5 | 5 | 5 | |
| | | Recorded paid vouchers/payrolls to their corresponding Bank Cash Book. | 550 | 625 | 5 | 5 | 4 | 4.67 | |
| | | Prepared replenishment for the paid vouchers/payrolls | 30 | 31 | 5 | 5 | 5 | 5 | |
| | | Prepared liquidation report for the said Petty Cash Fund. | 82 | 85 | 5 | 5 | 5 | 5 | |
| INNOVATION & BEST PRACTICES SERVICES MFO6 | Number of best practices achieved. | Immediate response of claims inquiry | 100% | 100% | 5 | 5 | 5 | 5 | |
| Total Over-all Rating | | | | | | | | | 67.7 |

| | |
|--|------|
| Average Rating (Total Over-all rating divided by 14) | 4.83 |
| Additional Points: | |
| Approved additional points (with copy of approval) | |
| FINAL RATING | 4.83 |
| ADJECTIVAL RATING | |

Evaluated & Rated by:

CORAZON U. NUEVO
Dept./Unit Head
Date:

Recommending Approval:

LOUELLA C. AMPAC
Director of Finance
Date:

Approved by:

REMBERTO A. PATINDOL
Vice President
Date:

Comments & Recommendations for Development Purpose:

Needs training/seminar. Will organized in her task. Willing to be trained and she deserves promotion.

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY-JUNE 30, 2019

Name of Staff: MA. MELISSA F. MENDOZA

Position: ADMIN. 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 | |
| 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 <i>(For supervisors only to be rated by higher supervisor)</i> | | 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 | | 55 | | | | |
| Average Score | | 4.58 | | | | |

Overall recommendation : _____



CORAZON U. NUEVO
Name of Head

Exhibit 1**PERFORMANCE MONITORING FORM**


Name of Employee: MA. MELISSA F. MENDOZA

| Task No. | Expected Output | Date Assigned | Expected Date to Accomplish | Actual accomplished Date | Quality of Output* | Over-all assessment of output** | Remarks/ Recommendation |
|----------|---|-------------------|-----------------------------|--|--------------------|---------------------------------|-------------------------|
| 1 | Encoded to BAUM & generated check for 101 T, PCC, 161 and other funds | Daily | Within the day | Within the day | Very impressive | O | |
| 2 | Encoded BAUM and generated PAC's for ATM payroll & reimbursement | Daily | Within the day | Within the day | Very impressive | O | |
| 3 | Recorded all check issued to corresponding Check Book | Daily | Within the day | Right after issuance of checks | Impressive | VS | |
| 4 | Prepared liquidation of all cash advances intended for MOOE | As funds utilized | As funds utilized | Immediately once funds were fully utilized | impressive | VS | |
| 5 | Paid transaction less than P500.00 | Daily | Within the day | Immediately upon documents presented | impressive | VS | |
| 6 | Monitored cash book balances of all funds assigned. | Every 2 days | Every 2 days | End of the day based on transaction. | impressive | VS | |

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

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

Prepared by:


CORAZON U. NUEVO
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MA. MELISSA F. MENDOZA
Performance Rating: _____

Aim: Be more knowledgeable in Cash Management System

Proposed Interventions to Improve Performance:

Date: _____ Target Date: 2nd Quarter

First Step: Send her for training/ Seminar

Result: Able to performed task assigned effectively.


Date: June 2019 Target Date: 3rd Quarter

Next Step: Follow up learning skills through training and seminars


Outcome:
Effective and efficient front liner staff.

Final Step/Recommendation:
Perform task effectively and efficiently.

Prepared by:


CORAZON U. NUEVO
Unit Head

Conforme:


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