



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **LOUELLA C. AMPAC**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.94	70%	3.46
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
TOTAL NUMERICAL RATING			4.96


TOTAL NUMERICAL RATING: 4.96
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.96

FINAL NUMERICAL RATING **4.96**

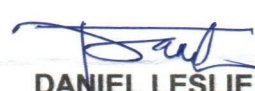
ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

Reviewed by:



JOCELYN T. CO
Admin. Aide VI

1/14/22


DANIEL LESLIE S. TAN
Immediate Supervisor


1/16/22

Recommending Approval:


DANIEL LESLIE S. TAN
Vice-Pres. for Admin. and Finance

1/16/22


Approved:



EDGARDO E. TULIN
President

1/12/22

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LOUELLA C. AMPAC**, Financial Management Director 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, 2021.


LOUELLA C. AMPAC
 Ratee


Approved by: 
DANIEL LESLIE S. TAN
 VP for Admin. & Finance

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage of Accomplishment as of Dec. 31, 2021	Rating				Remarks
						Q¹	E²	T³	A⁴	
Budget Formulation and Financial Management	Percentage of Budget Proposals for GAA prepared, endorsed by UADCO for BOR approval	Consolidates budget proposals submitted by different departments/centers/offices/units as basis for budget proposal	100% (1/1) volume of budget proposal for 2022 submitted on time to governing bodies, error free	1 volume of budget proposal for 2022 submitted on time to governing bodies, error free	100%	5.0	5.0	5.0	5.00	
	A) General Fund - Budget per NEP for endorsement to the University President for approval	Prepares/revises 1 volume of budget per NEP for endorsement to the University President for approval	100% (1/1) volume of revised budget based on 2022 Hard Ceiling	1 volume of revised budget based on 2022 Hard Ceiling	100%	5.0	5.0	5.0	5.00	
	B) Income - Percentage of budget proposals on utilization of income endorsed by UADCO for BOR approval	Prepares quarterly proposals for utilization of income endorsed by UADCO for BOR approval	100% (8/8) budget proposals for utilization of income including proposals related to Finance	8 budget proposals for utilization of income including proposals related to Finance	100%	5.0	5.0	5.0	5.00	
	Percentage of payroll, vouchers, student clearances & withdrawals within a day from receipt	Signs and approves payroll, vouchers & student deposits/clearances within a day from receipt	100% (8,124/8,124) payrolls, vouchers, clearance signed and approved	8,428 payrolls, vouchers, clearance signed and approved	100%	5.0	5.0	4.0	4.67	
	Percentage of checks, SLCI, NCA Utilization, LDDAP and ACIC within the day from receipt	Prepares, consolidates and approves reports for submission within mandated time	100% (18,864/18,864) checks and docs signed and approved	20,990 checks and docs signed and approved	111%	5.0	5.0	5.0	5.00	
	Percentage of BUR monitored (Obligation and Disbursement) Fund 101	Monitoring of Reports	100% (4 quarter/4 quarter) reports monitored	(Obligation and Disbursement) reports monitored	100%	5.0	5.0	5.0	5.00	

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage of Accomplishment as of Dec. 31, 2021	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
Budget Formulation and Financial Management	Percentage of financial reports prepared and approved, for submission to governing bodies (DBM) within mandated time, error free	Prepares, consolidates and approves reports for submission within mandated time	100 % (70/70) reports prepared and submitted	85 reports prepared and submitted	121%	5.0	5.0	5.0	5.00	
	Percentage of reports submitted to SENATE, CONGRESS, DBM, CHED, PASUC, NEDA	Prepares, and approves reports for submission within mandated time	100 % (70/70) sets of FY 2021 budgetary reports submitted	70 sets of FY 2021 budgetary reports submitted	100%	5.0	5.0	5.0	5.00	
	Percentage of Audit Financial Report submitted/monitored	Prepares, monitors, submits Audit Financial Report	100% (12/12) Audit Financial Report Monitored	12 Audit Financial Report Monitored	100%	5.0	5.0	5.0	5.00	
Administrative Services	Number of offices supervised, monitored & coached (Accounting & Budget Offices)	Supervising, monitoring & coaching 2 offices	2 offices supervised, monitored and coached	2 offices supervised, monitored and coached	100%	5.0	5.0	5.0	5.00	
	Membership to Committees (IGP-BOM, GAD, PMT, UADCO, Suggestion and Incentive Committee, University Inspectorate Team, ISO-QMS Core Team, Evaluation Committee for Researches under the Internationalization Program) including emergency meeting	Participates in meetings	78 meetings attended/participated	85 meetings attended/participated (July-December, 2021 mostly virtual)	108%	5.0	5.0	4.0	4.67	
	No. of written referrals received	Acted on referrals from OP, OVPAF and other departments/offices	70 acted referrals	75 acted referrals	107%	5.0	5.0	5.0	5.00	
	No. verbal referrals encountered	Acted on referrals from clients and higher supervisors	85 acted referrals	96 acted referrals	112%	5.0	5.0	5.0	5.00	
Total Over-all Rating						65.0	65.0	63.0	64.3	

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage of Accomplishment as of Dec. 31, 2021	Rating				Remarks
						Q¹	E²	T³	A⁴	
Average Rating (Total Over-all rating divided by #				4.94		Comments & Recommendations for Development Purpose: Recommend to attend on line trainings and improve on financial management.				
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING										
ADJECTIVAL RATING				4.94						

Evaluated & Rated by:


DANIEL LESLIE S. TAN
VP for Admin. & Finance

Date: 1/6/22


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

Recommending Approval:


DANIEL LESLIE S. TAN
VP for Admin. & Finance

Date: 1/6/22

Approved by:


EDGARDO E. TULIN
President

Date: 1/12/22



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JULY - DECEMBER, 2021**

Name of Staff: **LOUELLA C. AMPAC**

Position: **Financial Management Director**


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	25				
Average Score	5.0				

Overall recommendation : _____


DANIEL LESLIE S. TAN 1/5/22
 Vice-Pres. for Admin. and Finance

PERFORMANCE MONITORING FORM
July - December, 2021

Name of Employee: LOUELLA C. AMPAC

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	Consolidates budget proposals submitted by different departments/centers/offices/unit as basis for budget proposal	Consolidated budget proposals	Various dates from July - Dec. 2021	within July-Dec. 2021	within July-Dec. 2021	Very Impressive	OUTSTANDING	met the deadline set by required agencies
2	Prepares quarterly proposals for utilization of income endorsed by UADCO for BOR approval	Prepared quarterly proposals for utilization of income for UADCO and BOR approval	Various dates from July - Dec. 2021	Various dates from July - Dec. 2021	Various dates from July - Dec. 2021	VERY IMPRESSIVE	OUTSTANDING	met the deadline set by UADCO and BOR
3	Signs student deposits/ clearance and approves payrolls, vouchers below fifty (50) thousand pesos	Signed student deposits/clearances and approved payrolls, vouchers below fifty (50) thousand	Various dates from July - Dec. 2021	within July-Dec. 2021	within July-Dec. 2021	VERY IMPRESSIVE	OUTSTANDING	the documents were released after signing
4	Prepares, consolidates and approves reports for submission within mandated time	Prepared consolidated and approved reports for submission	(FARs) July 5, 2021 and Oct. 11, 2022 (DBM required reports for Budget 2021) between Sept.- Oct., 2021	(FARs) July 12, 2021 and Oct. 11, 2021 (DBM required reports for Budget 2021) between Sept.-Oct., 2021	(FARs) Aug., 9, 2021 and Oct., 11, 2021 OSBP required reports were submitted within the deadline dates	VERY IMPRESSIVE	OUTSTANDING	met the deadline set by DBM through OSBP
5	Supervises, monitors and coaches 2 offices	Supervised, monitored and coached 2 offices	Various dates from July - Dec. 2021	Various dates from July - Dec. 2021	Various dates from July - Dec. 2021	VERY IMPRESSIVE	OUTSTANDING	proper monitoring conducted
6	Participates in meetings	Participated meetings	Various dates from July - Dec. 2021	Various dates from July - Dec. 2021	Various dates from July - Dec. 2021	VERY IMPRESSIVE	OUTSTANDING	attended meetings (mostly virtual)
7	Acts on referrals from OP, OVPAF, and other departments/offices in the university	Acted on referrals from different departments/offices in the university	Various dates from July - Dec. 2021	Various dates from July - Dec. 2021	Various dates from July - Dec. 2021	VERY IMPRESSIVE	OUTSTANDING	acted on referrals utmost 20 minutes after receipt

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

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

Prepared by:


DANIEL LESLIE S. TAN

Vice-Pres. for Admin. and Finance

1/1/22

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : **LOUELLA C. AMPAC**
Performance Rating: **Outstanding**

Signature: 

Aim: For effective financial management.

Proposed Interventions to Improve Performance:

Date: July 1, 2021 Target Date: September 30, 2021

First Step:

Proper planning on 2022 requirements 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, 2021 Target Date: December 31, 2021

Final Step/Recommendation:

Recommend to attend trainings (on line) and improve on financial management.

Prepared by:


DANIEL LESLIE S. TAN 
Vice-Pres. for Admin. and Finance