

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Celso F. Sacro

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	4.92	30%	1.476
TOTAL NUMERICAL RATING			4.91

TOTAL NUMERICAL RATING: 4.91
Add: Additional Approved Points, if any: 0
TOTAL NUMERICAL RATING: 4.91

FINAL NUMERICAL RATING 4.91

ADJECTIVAL RATING: Outstanding

Prepared by:
CELSON F. SACRO
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

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CELSO F. SACRO**, 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 **JULY 1 to DECEMBER 31, 2022**.

Approval:

CELSO F. SACRO

Ratee

QUEEN-EVER Y. ATUPAN

Head of Unit

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	PERCENTAGE	Rating				REMARKS
							Q1	E2	T3	A4	
UGAS5. SUPPORT TO OPERATIONS											
OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS											
ODAS/H RM 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	Accommodate various requests and inquiries from clients.	95% of clients rated services as very satisfactory or higher	95% of clients rated services as very satisfactory or higher	95%	4	5	5	4.67	
		PI. 3 Number of administrative processes implemented in accordance with existing approved quality procedures	Implement processes on accordances with existing approved QPs	3 processes implemented according to QP	3 processes implemented according to QP	100%	5	5	5	5	

[illegible]

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	PERCENTAGE	Rating				REMARKS
							Q1	E2	T3	A4	
ODAS/H RM STO 4:	Innovations & new Best Practices Development Services	PI. 10. Number of new systems/innovations/prop osals introduced and implemented	Prepare work instructions in process of payment and the issuance of OR for students payment made in bank, on-line and at the office	1 work instruction	1 work instruction	100%	5	5	4	4.67	
UMFO6: General Administrative and Support Services (GASS)											
VPAF GASS 1: Administrative and Support Services Management											
ODAS/H RM GASS 1:	Administrative and Support Services	PI. 17 Number of administrative services and financial/ administrative documents acted within time frame	Accommodate request of account account balances and various request from students and clients	200 requests/ administrative documents	250 requests/ administrati ve documents	125%	5	5	5	5	

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	PERCENTAGE	Rating				REMARKS
							Q1	E2	T3	A4	
		PI. 18 No. of linkages with external agencies maintained	Maintain a good working relationships with Landbank, COA and other funding agencies	3 Linkages (COA, LBP, etc	3 Linkages (COA, LBP, etc	100%	5	5	5	5	
ODAS/HRM GASS 4: Cashiering Services											
		PI3. Number of Cash advances and Petty Cash Fund Maintained/facilitated for University Cash Disbursements.	Maintain and handle the petty cash fund of the office	1 Petty Cash Funds	1 Petty Cash Funds	100%	5	5	5	5	
CASH M	Collection Services	PI1. Number of official receipts issued for collection	Collect fees and issue official receipts to students and clients	2,500 official receipts issued	27,805 official receipts issued	1112%	5	5	5	5	
		PI1. Number of deposits of daily collection following COA rules to be deposited intact on the following working day.	Deposit daily collection intact the next banking day and prepare deposit slips	300 deposits	2,670 deposits	178%	5	5	5	5	

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	PERCENTAGE	Rating				REMARKS
							Q1	E2	T3	A4	
Total Over-all Rating										54.01	
Average Rating (Total Over-all rating divided by 15)		4.91	Comments & Recommendations for Development Purpose: Encourage him to take the CSC Professional Eligibility Exam for career growth.								
Additional Points:											
Punctuality											
Approved additional points(with copy of approval)											
FINAL RATING		4.91									
ADJECTIVAL RATING		Outstanding									

Evaluated & Rated by:


QUEEN-EVERY Y. ATUPAN
Dept. Unit Head

Recommending Approval:


RYSAN C. GUINOCOR
Director, Administrative Services

Approved by:


DANIEL LESLIE S. TAN
Vice President for Admin & Finance



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2022

Name of Staff: Celso F. Sacro Position: Administrative Aide VI

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	59				
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	4.92				

Overall recommendation : Encourage him to take the CSC Professional Eligibility Exam for career growth.

QUEEN-EVER Y. ATUPAN

Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Celso F. Sacro
Performance Rating: 4.91

Aim: Improved collection services and cash management.

Proposed Interventions to Improve Performance:

Date: July 1, 2022 Target Date: September 30, 2022

First Step: Monitored the preparation of Report of Accountable Forms (ORs) and review daily deposits to ensure that collections were deposited intact in the following banking day.

Result: RAAFs for ORs was submitted before deadline and daily collections were deposited intact the following banking day.

Date: October 1, 2022 Target Date: December 31, 2022

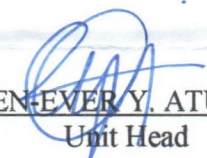
Next Step: Instruct him to work closely with the Student Assessment In-charge to facilitate a smooth transition due to the transfer of Student Services to the accounting office.

Outcome: Collection services was further improved by the strengthened check and balance and daily collection reports were properly prepared and facilitated.

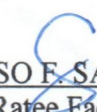
Final Step/Recommendation:

Encourage him to take the CSC Professional Eligibility Exam for career growth.

Prepared by:


QUEEN-EVERY Y. ATUPAN
Unit Head

Conforme:


CELSO F. SACRO
Name of Ratee Faculty/Staff