

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: GINA A. LORETO

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.90	4.90 x 70%	3.43
22. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	4.83 x 30%	1.45
TOTAL NUMERICAL RATING			4.88

TOTAL NUMERICAL RATING: 4.88
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.88

ADJECTIVAL RATING: OUTSTANDING


Prepared by:


GINA LORETO
Administrative Aide III


Reviewed by:


ERLINDA S. ESGUERRA
Head, ACCOUNTING Office

Recommending Approval:


LOUELLA C. AMPAC
Director for Finance

Approved:


REMBERTO A. PATINDOL
Vice Pres. for Admin and Finance:

INDIVIDUAL

PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **GINA A. LORETO**, of the Accounting Office commits to deliver and agree to be rated on the achievement of the following targets in accordance with the indicated measures for the period July-December, 2019Administrative support
servicesGINA A. LORETO
Ratee

Approved:

ERLINDA S. ESGUERRA
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	July-December 2019	Percentage of Accomplishments of December, 2019	Details of Accomplishment	Details of Accomplishment	Rating				Remarks
			target			nt	Q ¹	E ²	T ³	A ⁴	
DISBURSEMENT/ PROCESSING SERVICES	Number. of projects controlled error free	Control Project/Releases under NGAS (20201050) funded by DA-BAR, CHED, PCARRD, DENR, DOST & NEDA	40	100%	Controlled 40 projects	40	5.00	5.00	5.00	5.00	
		Prepares Journal monthly balance per projects	40	100%	Monitored 40 projects	40	5.00	5.00	4.00	4.67	
	Number of financial documents	Obligates vouchers, payrolls, & PO's under NGAS accounts	600	108%	Obligated 650 financial docs.	650	5.00	5.00	5.00	5.00	
		Earmarks PR's, Contracts, Appointments under NGAS accounts	90	100%	Earmarks 90 documents	90	5.00	5.00	5.00	5.00	
	Number of financial documents obligated/liquidated error free	Encode the obligated voucher, payrolls & PO's, under NGAS accounts	600	108%	Encoded 650 financial docs	650	5.00	5.00	4.00	4.67	
		Post check number to the obligated documents	500	130%	Posted 650 financial docs.	650	5.00	5.00	5.00	5.00	
BOOKKEEPING SERVICES	Number of quarterly and terminal financial project reports with supporting schedules prepared and submitted to funding agencies within the mandated time	Prepare Financial Report of each project	80	100%	Prepare 60 reports	80	5.00	5.00	4.00	4.67	
		Prepares schedule of recapitulated liquidations of each projects	80	100%	Prepare 46 schedules	80	5.00	5.00	5.00	5.00	
		Prepares schedule of accounts payable for each projects	80	100%	Prepare 46 schedules	80	5.00	5.00	5.00	5.00	
		Prepares liquidation report of accounts payable of the previous year of each projects	20	100%	Prepare 20 schedules	20	5.00	5.00	4.00	4.67	
		Prepare Terminal Report as project requires									
Innovation & Best Practices Services or Continual & Improvement & Management Services	Number of Innovations for improved university operations		1	100%		1	5.00	5.00	5.00	5.00	
	Number of best practices achieved		1	100%		1	5.00	5.00	5.00	5.00	
Administration Support Services & Management	Customer Friendly Service	Served clients with courtesy; immediate response to client needs and inquiries	100	100%	100% no complaint; Served clients with courtesy; immediate response to client needs and inquiries	100	5.00	5.00	5.00	5.00	
Total Over-all Rating							65.00	65.00	61.00	63.67	
Average Rating (Total Over-all rating divided by # of Additional Points:						4.90	Comments & Recommendations for Development Purpose: To attend training for updates on Acctg. System				
Punctuality											
Approved Additional points (with copy of approval)											
FINAL RATING						4.90					
ADJECTIVAL RATING						OUTSTANDING					

Evaluated and Rated by:

ERLINDA S. ESGUERRA
Accountant IV

Date:

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

Recommending Approval:

LOUELA C. AMPAC
Director of Finance

Date:

Approved:

REMBERTO A. PATINDOL
VP for Admin and Finance

Date:

PERFORMANCE MONITORING FORM

Name of Employee: **GINA A. LORETO**

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	Controls project released under NGAS (20201050) funded by DA-BAR, CHED, PCAARRD, DOST & NEDA	Journals encoded & recorded	Start of Project	As soon as all of the required documents are submitted	within a day	Very Impressive	Outstanding	
2	Obligates vouchers, payrolls and PO's under NGAS accounts	Posted transactions to each project Journals	Daily	1 day after received from processing	within a day	Very Impressive	Outstanding	
3	Earmarks PR's, contracts, appointments under NGAS accounts	Assigned number and recorded to each projects journal	Daily	15 minutes	within a day	Very Impressive	Outstanding	
4	Prepares journal monthly balance per projects	Prepared monthly balance of LIB's of each projects	Monthly	2 days preparations per projects	2 days after	Impressive	Very Satisfactory	
5	Encodes obligated vouchers, payrolls and PO'S under NGAS accounts to BAOM	Posted transactions to BAOM	Daily	1 day preparation	1 day after	Impressive	Outstanding	
6	Posts check number to the obligated documents	Posted to Journal per projects	Monthly	1 day preparation per projects	within a day	Impressive	Very Satisfactory	
7	Prepares schedule of recapitulated liquidations and accounts payable of each projects	Prepared Schedules of Check Issued and Accounts Payable	Quarterly	2 days preparation per projects	2 days after	Impressive	Outstanding	
8	Prepares financial report of each projects	Prepared quarterly Financial Reports	Quarterly	3 days preparations per projects	2 days after	Impressive	Outstanding	
9	Prepares liquidation report of accounts payable of the previous year of each projects	Prepared Liquidation of AP of previous year and Financial Reports	Annually	2 days preparation per projects	2 days after	Impressive	Outstanding	
10	Prepares terminal report for projects completed and prepare voucher of refund if there's any	Prepared Terminal Report per project	End of Project	2 days preparation per projects	2 days after	Impressive	Outstanding	

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

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

Prepared by:


ERLINDA S. ESGUERRA
 Head, Accounting Office

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1-Dec. 31, 2019

Name of Staff : **Gina A. Loreto** Position: Administrative Aide 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
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					
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	58				
Average Score	4.83				

Overall recommendation : _____


ERLINDA S. ESGUERRA
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: GINA LORETO
Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: March 1 Target Date: October, 2019

First Step:
Training on financial management

Result: Improved Performance

Date: _____ Target Date: _____

Next Step:
Recommend for Promotion

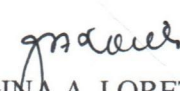
Outcome: _____

Final Step/Recommendation:

Prepared by:


ERLINDA S. ESGUERRA
Unit Head

Conforme:


GINA A. LORETO
Name of Ratee Faculty/Staff