



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **ALICIA M. FLORES**


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.85	4.85 x 70%	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	4.94 x 30%	1.48
TOTAL NUMERICAL RATING			4.88

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

FINAL NUMERICAL RATING 4.88

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


ALICIA M. FLORES 1/4/23
Administrative Officer V


Reviewed by:


LOUELLA C. AMPAC 1/4/23
Immediate Supervisor

Recommending Approval:


LOUELLA C. AMPAC 1/4/23
Financial Management Director

Approved:


DANIEL LESLIE S. TAN
Vice President for Admin. & Finance

JAN 25 2023

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ALICIA M. FLORES**, Head of the Budget Office, 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 1-December 31, 2022

Submitted by:

ALICIA M. FLORES

Head of Unit **1/4/23**

Approved:

LOUELLA C. AMPAC

Director of Finance **1/4/23**

UFMO 5: Support to Operations (STO)

OVPAF STO1: ISO aligned management and administrative support system

ODF STO 1: ISO 9001:2015 aligned documents and compliant processes

NO.	MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishments	Rating				Remarks
						Q¹	E²	T³	A⁴	
OHB STO 1.1	ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	T 1: Serves and attends to clients requests	100%	100%	5	5	5	5	
		PI 2. Number of quality procedures reviewed and updated	T 2: Reviews and updates Quality Procedure and submit to QAC for approval	1	1	5	5	4	4.67	
		PI 3. Percentage of ISO evidences and other related documents compliant with existing OHB quality procedures kept intact and readily available to Auditor	T 3: Prepares, reviews, process and updates ISO related documents	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	5	5	5	5	
OHB MFO 1.2	Implementation of administrative processes in accordance with existing approved quality procedures	PI 1. Number of OHB processes implemented in accordance with existing approved quality procedures	T 1: Implement processes in accordance with existing approved quality procedure	1 process implemented according to QP	1 process implemented according to QP	5	5	5	5.00	

OVPAF STO 3: ARTA aligned compliance and reporting requirements

ODF STO 3: ARTA aligned frontline services

OHB 3	ARTA aligned frontline services	PI 1: Efficient and customer friendly services	T1: Serves and attends to clients requests and inquiries.	Zero complaint from clients served	Zero complaint from clients served	5	5	5	5	
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OVPAF STO4: Innovations & Best Practices

ODF STO 4: Innovations & new Best Practices Development Services

OHB MFO 4:	Innovations and Best Practices	PI 1: Number of new systems/innovations introduced and implemented	T 1: Introduces innovations for effective and efficient services	2 new innovation system;	1 new innovation	5	5	4	4.67	
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ODF GASS 1. Administrative and Support Services Management

OVPAF MFO 2: BUDGET SERVICES

[illegible]

Total Over-all Rating							4.85
Average Rating (Total Over-all rating divided by # of entries)							
Additional Points:				Comments & Recommendations for Development Purposes: NEED TO ATTEND TRAINING ON CARE			
Punctuality							
Approved Additional points (with copy of approval)							
FINAL RATING							
ADJECTIVAL RATING							
Evaluated & Rated by: <i>Lehana-ampac</i> LOUELLA C. AMPAC Financial Management Director Date: <u>1/4/23</u>		Recommending approval: <i>Lehana-ampac</i> LOUELLA C. AMPAC Financial Management Director Date: <u>1/4/23</u>		Approved by: <i>DTL</i> DANIEL LESLIE S. TAN VP for Admin. & Finance Date: <u>JAN 23 2023</u>			
1- Quality 2 - Efficiency 3 - Timeliness 4 - Average							



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JULY-DECEMBER 2022**

Name of Staff: **ALICIA M. FLORES** Position: **ADMINISTRATIVE OFFICER V**

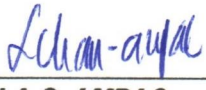
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		24				
Average Score		4.8				

Overall recommendation : For attendance to future trainings related to budgeting


LOUELLA C. AMPAC
 Financial Management Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ALICIA M. FLORES**

Performance Rating: Outstanding

Aim: To advance in professional competitiveness in government accounting and to have an update on the latest implementations and undertakings as mandated by governing agencies

Proposed Interventions to Improve Performance:

Date: **July** Target Date: **December 2022**

First Step: For attendance to training on Laws and Rules on Government Expenditure

Date: _____ Target Date: _____

Next Step: _____

Outcome: To develop skills and increase motivation through continuous update on work related trainings/ workshops.

Final Step/Recommendation:

Recommend to attend training/workshop on PPSAS, RCA and other Financial Management training.

Prepared by:


LOUELLA C. AMPAC 1/4/23
Financial Management Director

Conforme:


ALICIA M. FLORES 1/4/23

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
X	3rd	
X	4th	

Name of Office: BUDGET OFFICE

Head of Office: ALICIA M. FLORES

Number of Personnel: SEVEN (6)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
1. Budget Utilization Fund 101	X				
2. Utilization of Income Fund 164	X				
3. Earmarks JO, Contract of Services, Purchase Requests	X				
4. Fund Transfer for External Campuses	X				
Coaching					
1. Preparation of Budget Proposals	X				
2. Preparation of Monthly, Quarterly and Year-End Reports	X				

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

ALICIA M. FLORES 1/4/23
Admin. Officer V

Noted by:

LOUELLA C. AMPAC 1/4/23
Financial Management Director