

OFFICE OF THE HEAD OF BUDGET

Visca Baybay Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 1009

Email Address: budget@vsu.edu.ph Website: www.vsu.edu.ph

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 NUN	IERICAL 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:

Reviewed by:

Administrative Officer \

LOUELLA C. AMPAC I | 4 23 Immediate Supervisor

of chan any al

Recommending Approval:

(Man-anyal

LOUELLA C. AMPAC 14/23 **Financial Management Director**

Approved:

mo DANIEL LESLIE S. TAN

Vice President for Admin. & Finance

IAN 2 5 2023

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:

LICIA M/FLORES

Head of Unit 1423

Approved:

LOUELLA C. AMP

Director of Finance 1412

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

	MEG (DAD	Constant la Nantana	Took Assistant	Torget	Actual Accomplishments		Ra	ting		Remarks
NO.	MFOs/PAPs	Success Indicators	Task Assigned	Target		Q ¹	E ²	La	A ⁴	Nomana
OHB	ISO 9001:2015 aligned	PI 1. Percentage of clients served rated	T 1: Serves and attends to cleints requests	100%	100%					
STO 1.1	documents and compliant	the services received at least very				5	5	5	5	
	processes	satisfactory or higher				3	-	0	-	
		PI 2. Number of quality procedures	T 2: Reviews and updates Quality							
		reviewed and updated	Procedure and submit to QAC for approval	1	1					
	4					5	5	4	4.67	
		PI 3. Percentage of ISO evidences and	T 3: Prepares, reviews, process and	100% ISO	100% ISO compliant evidences					
		other related documents compliant with	updates ISO related documents	compliant	readily available					
	9	existing OHB quality procedures kept		evidences readily						
		intact and readily available to Auditor	, and a	available		-		-		
						5	5	5	5	
OHB	Implementation of	PI 1. Number of OHB processes	T 1: Implement processes in accordance	1 process	1 process implemented according					
MFO 1.2	administrative processes in	implemented in accordance with	with existing approved quality procedure	implemented	to QP	. *				
	accordance with existing	existing approved quality procedures		according to QP						
	approved quality procedures									
	approved quality procedures					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	PI 1: Efficient and customer friendly	T1: Serves and attends to cleints requests	Zero complaint	Zero complaint from clients served					
	services	services	and inquiries.	from clients		_	-	_	-	
				served		5	5	5	5	

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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OVPAF GASS 1: General Administration and Support Services ODF GASS 1. Administrative and Support Services Management

OHB 1	Administrative and Support	PI 1: Number of staff monitored,	T 1: Coaches, supervises, evaluates the	100%	100%					
	Services	evaluated coached, supervised for	work performances of subordinates	25	5/5					и
		effective and efficient office				-	-	E	E 00	
		management				5	3	3	5.00	
		PI 2. Number of External linkages with	T 2: Attend to meetings/seminars per	4 external	4 external linkages Commission on					
		external agencies maintained	advisory by Agency & make follow ups of	linkages	Audit (COA), DBM, CHED, NEDA					
			SARO & NCA for the university budget	Commission on						
		1	releases	Audit (COA),						
				DBM, CHED,		-			E 00	
1				NEDA		O O	0	J	5.00	

DOPE GASS 3. Financial Services Management OHB Budget Preparation Proposal (GF & IGF) with supporting Budget Preparation Forms submitted to different regulatory committees and agencies and Current Year's Appro. & proposed win the solitope Preparation forms prepared, approved by the President and submitted to different regulatory committees and agencies are also accommended to the service of Budget Preparation forms prepared, approved by the President and submitted to different regulatory committees and agencies and agencies are also accommended to the service of Budget Preparation to DBM and the	OVPAE M	FO 2: BUDGET SERVICES			American de Maria de Miller						
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President & 23 other Financial			clusters within the mandated time	Financing, AACCOP and other offices.	,						
other Financial						, A					
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					reports for		5	5	4	4.67	

Total Over-all Rating							4.85	
Average Rating (Total Over-all rating divi	ided by # of entries)							
Additional Points:			Comments & Recommendations	for Dev	elopm	ent Pu	ırposes	
Punctuality			UPPER TO A TOWN O	7000	101	~1		
Approved Additional points (with copy	of approval)		NEEDS ID HITENO	KT T	176	DY		
FINAL RATING			LATRIE					
ADJECTIVAL RATING		11						
Evaluated & Rated by: Leham-	any ne Recommen	nding approval: Lettan-augae	Approved by:	72	Su			
LOUELLA C. AMPAC	0	LOUELLA C. AMPAC	<u>D</u>	ANEL	LESLI	ES.TA	AN	
Financial Management Director		Finncial Management Director	V	P for Ac	lmin. 8	Finan	ce	
Date: 1 4 23		Date: 114 23	Da	te:		- 4	(4.)	
1- Quality 2 - Efficiency	3 - Timeliness	4 - Average						



OFFICE OF THE HEAD OF BUDGET

Visca Ba City, Leyte 6521-A, Philippines
Phone/Fax: 565-0600 local 1009
Email Address: alicia.flores@vsu.edu.ph
Website: www.vsu.edu.ph

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.

-	7	and double believe your running.
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. C	Commitment (both for subordinates and supervisors)	0-	(Scale	Э	
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				6	0

	eadership & Management (For supervisors only to be rated by higher upervisor)	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	f	
	Average Score				41	94	

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 1423 Financial Management Director

Conforme:

PERFORMANCE MONITORING & COACHING JOURNAL

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Name of Office: BUDGET OFFICE

Head of Office: ALICIA M. FLORES

Number of Personnel: SEVEN (6)

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

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

Conducted by: /

Admin. Officer V

Noted by:

LOUELLA C. AMPAC 1 4 23

Financial Management Director