



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **LUCILYN L. TABROSA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.56	70%	3.19
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
<b>TOTAL NUMERICAL RATING</b>			4.56

TOTAL NUMERICAL RATING:

4.56

Add: Additional Approved Points, if any:

4.56

TOTAL NUMERICAL RATING:

4.56


FINAL NUMERICAL RATING

ADJECTIVAL RATING:

**Very Satisfactory**

Prepared by:

Reviewed by:

  
**LUCILYN L. TABROSA**  
Admin. Aide IV

**NICK FREDDY R. BELLO**  
OIC-Head, Accounting Office

Recommending Approval:

  
**LOUELLA C. AMPAC**  
Director, Financial Management Office

Approved:

  
**DANIEL LESLIE S. TAN**  
Vice President for Administration and Finance

# **INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **LUCILYN L. TABROSA**, staff of the Accounting 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 **January 1 to June 30, 2023**.

**LUCILYN L. TABROSA**

Ratee

Approved:

**NICK FREDDY R. BELLO**

Head of Unit

**Rating Equivalents:**

- 5 - Outstanding
- 4 - Very Satisfactory
- 3 - Satisfactory
- 2 - Fair

MFO & PAP's	Success Indicators	Tasks Assigned	2023 Target Jan-Dec	Percentage of Accomplish ments	Details of Accomplish ment Jan- June	Rating				Remarks
						Q¹	E²	T³	A□	
Administrative & Support Services & Management	Customer Friendly Service	Served clients with courtesy; immediate response to client needs and inquiries	100	100%	100	4	4	5	4.33	100% no complaint; Served clients with courtesy; immediate response to client needs and inquiries
Disbursement/ Processing Services	Number of cash advance. Reimbursements audited	Pre-audited and posted travel cash advances, reimbursements and liquidations.	1,500	50%	750	4	4	5	4.33	Various vouchers audited.
	Number of payrolls audited	Audited payroll for Regular, Casual and Job Order Employees	6,000	50%	3,000	4	5	5	4.67	Various vouchers audited.
	Number of payments audited	Audited payments for lodging, telephone bills, department/center billings, caters/meals payments.	1,200	67%	800	4	4	5	4.33	Various vouchers audited.
	Number of honorarium audited	Audited honorarium and overtime pay of VSU regular and casual employees.	500	20%	100	4	5	5	4.67	Various vouchers audited.
	Number of vouchers journalized	Journalized vouchers	150	53%	80	4	5	5	4.67	Various vouchers journalized.
	Number of liquidation encoded and monitored	Encoded and monitored liquidations	150	50%	75	4	5	5	4.67	Liquidations monitored.
	Number of certification made for cash advance	Prepared and sent out certifications for no unliquidated cash advances	50	50%	25	4	5	5	4.67	Certifications prepared and sent
Innovation & Best Practices Serv. or Con'l Impvm't & Mgmt	Number of reminders via Internet Protocol (IP)	Reminded concerns re returned vouchers via Internet Protocol (IP)	50	60%	30	4	5	5	4.67	Reminders sent/relayed.
<b>Total Over-all Rating</b>						<b>36</b>	<b>42</b>	<b>45</b>	<b>41.00</b>	
Average Rating (Total Over-all rating divided by					<b>41.00</b>	<b>Comments &amp; Recommendations for Development Purpose:</b> To attend training for updates on audit of expenses. Enhance skill on being attentive to details.				
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING					<b>4.56</b>					
ADJECTIVAL RATING					<b>Outstanding</b>					

Evaluated and Rated by:

**NICK FREDDY R. BELLO**

Recommending Approval:

**LOUELLA C. AMPAC**

Approved:

**DANIEL LESLIE S. TAN**





### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan. 1-June 30, 2023

Name of Staff: LUCILYN L. TABROSA

Position: Admin. Aide IV


**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		25				

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		N/A				
Average Score		4.58				

Overall recommendation : \_\_\_\_\_

  
**NICK FREDDY R. BELLO**  
 OIC-Head, Accounting Office



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **LUCILYN L. TABROSA**

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 1 Target Date: December 2023

First Step:

Training on financial management and other accounting functions

Result

Improved performance

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:

Recommend for Promotion

Outcome: \_\_\_\_\_

Final Step/Recommendation:

Prepared by:



**NICK FREDDY R. BELLO**

Unit Head

Conforme:



**LUCILYN L. TABROSA**

Name of Ratee Faculty/Staff