



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

**Annex P**


Name of Administrative Staff: Valerie D. Circulado


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.90	70%	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
<b>TOTAL NUMERICAL RATING</b>			<b>4.91</b>

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:   
**VALERIE D. CIRCULADO**  
Name of Staff

Reviewed by:   
**QUEEN-EVERY Y. ATUPAN**  
Department/Office Head

Recommending Approval:

  
**LOUELLA C. AMPAC**  
Dean/Director

Approved:

  
**REMBERTO A. PATINDOL**  
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Valerie D. Circulado, of the Cash Division 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 January 1, 2020 to June 30, 2020.

  
VALERIE D. CIRCULADO  
Ratee

Approved by:   
QUEEN-EVER Y. ATUPAN  
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage of Actual Accomplishment	Rating				Remarks
						Q	E	T	A	
<b>MFO1 ADMINISTRATION SUPPORT SERVICES &amp; MANAGEMENT</b>	Customer Friendly Frontline Services	Responsive and facilitates clients request.	zero complaint	zero complaint	100%	5	5	5	5.00	
	Number of external linkages for improved financial management developed/maintained.	Monitors Agency Book Balance from Land Bank of the Philippines - Baybay.	6	6	100%	5	5	5	5.00	
<b>MFO2 FINANCIAL MANAGEMENT : Disbursement/ Processing Services</b>	Percentage of funds disbursed with approved documents with customer satisfaction and error free.	Updates and maintains VSU Bank Cash Book Balance	100%	100%	100%	5	5	5	5.00	
	Number of checks, LDDAP-ADA, ACIC and PACS issued within three days	Encodes check entries to BAUM	1200	844	70.33%	5	4.5	5	4.83	
		Generates checks for Fund 101	1200	844	70.33%	5	4.5	5	4.83	
		Records checks issued to the corresponding Bank Cash Book	1200	844	70.33%	5	4.5	5	4.83	
		Encodes check entries to ACIC disc program to LBP & BTR	1200	844	70.33%	5	4.5	5	4.83	
		Generates ACIC for LBP & BTR	100	123	123.00%	5	5	5	5.00	
		Prepares LDDAP-ADA/ Encodes to BAUM	25	26	104.00%	4	5	5	4.67	
		Generates LDDAP-ADA List of Details & Summary	25	26	104.00%	4	5	5	4.67	
		Encodes PACS for ATM payroll of Job Orders, reimbursements, RATA, honorarium, overtime & etc. of General Fund.	4000	4604	115.10%	5	5	5	5.00	



MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage of Actual Accomplishment	Rating				Remarks
						Q	E	T	A	
		Encodes payrolls & vouchers to BAUM for PACS preparation	1200	2006	167.17%	5	5	5	5.00	
		Generates PACS for ATM payroll and others	100	85	85.00%	5	5	5	5.00	
MFO3 FINANCIAL REPORT PREPARATION	Number of monthly financial report of General Fund and submits to Accounting Office with complete supporting documents within the prescribed time, error-free.	Prepares Monthly Estimated Amount of Mandatory Payables	6	6	100.00%	4	5	5	4.67	
MFO4 COLLECTION SERVICES	Percentage of collection receipted and promptly turned over within the day collected during enrollment period with customer satisfaction and error free	Receives and receipts income during peak season	1	1	100%	5	5	5	5.00	
MFO6 INNOVATION & BEST PRACTICES SERVICES	Number of best practices achieved	Immediate response of claims, inquiry, and bank cash book balances inquiry.	1	1	100%	5	5	5	5.00	
Total Over-all Rating						78.33				
Average Rating (Total Over-all rating divided by 16)		4.90		Comments & Recommendations for Development Purpose:  Recommended for promotion. Attend skills development and management training to further capability enhancements.						
Additional Points:										
Punctuality										
Approved additional points(with copy of approval)										
FINAL RATING		4.90								
ADJECTIVAL RATING		OUTSTANDING								
Evaluated & Rated by:  QUEEN-EVER Y. ATUPAN Unit Head Date: _____		Recommending Approval:  LOUELLA C. AMPAC Financial Management Director Date: _____		Approved by:  REMBERTO A. PATINDOL Vice President for Admin. & Finance Date: _____						
1 - Quality                      2 - Efficiency                      3 - Timeliness                      4 - Average										



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2020

Name of Staff: Valerie D. Circulado Position: Administrative 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	59				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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 : Recommended for promotion. Attend skills development and management training to further capability enhancements.

  
**QUEEN-EVERY Y. ATUPAN**  
Printed Name and Signature  
Head of Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Valerie D. Circulado  
Performance Rating: 4.91

Aim: Improved performance especially in the monitoring budget utilization of the university.

Proposed Interventions to Improve Performance:

Date: January 1, 2020 Target Date: March 31, 2020

First Step: Constant monitoring of budget utilization and balances.

Result: 100% budget utilization for the first quarter of CY 2020 was achieved.

Date: April 1, 2020 Target Date: June 30, 2020

Next Step: Teach her to improve the presentation of the NCA monitoring report for proper tracing of balances.

Outcome: Presentation of the monthly NCA Monitoring Report is improved.

Final Step/Recommendation:

Recommended for promotion. Attend skills development and management training to further capability enhancements.

Prepared by:

QUEEN-EVER Y. ATUPAN  
Unit Head

Conforme:

Valerie D. Circulado  
VALERIE D. CIRCULADO  
Name of Ratee Faculty/Staff