

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

Name of Administrative Staff: SANDRA C. TIU

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	70%	3.45
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.93

TOTAL NUMERICAL RATING: 4.93

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING 4.93

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

  
**SANDRA C. TIU**  
Name of Staff

Reviewed by:

  
**ERLINDA S. ESGUERRA**  
Department/Office Head

Recommending Approval:

  
**LOUELLA C. AMPAC**  
Dean/Director


Approved:

  
**REMBERTO A. PATINDOL**  
Vice President

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

I, **Sandra C. Tiu**, 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, 2019.

  
**SANDRA C. TIU**  
 Ratee

  
**ERLINDA S. ESGUERRA**  
 Head of Unit

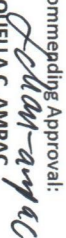
NO.	MFO & PAPs	Success Indicators	Task Assigned	Jan.-June, 2019 Target	Percentage of Accomplishment	Details of Accomplishment	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
ACCTG. MFO 1	Administrative & Support Services & Management	No. of external linkages for improved financial management developed/ maintained	COA & DBM	2 External Linkages	100%	2 External Linkages	5	5	4	4.67	
ACCTG. MFO 2	Disbursement/Processing Services	No. of transactions encoded/recorded error free	01-RAF-Encodes & records entries to BAOM	2,680 entries encoded & recorded	144%	3,870 entries encoded & recorded	5	5	5	5.00	
		No. of vouchers, RIS and PR's prepared	Prepares vouchers, RIS, PR's and yearly PPMP with supporting documents needed for the office as petty cashier	5	100%	prepared 1 RIS, 3 PR's and 1 yearly PPMP	5	5	5	5.00	
ACCTG. MFO 3	Bookkeeping Services	No. of transactions posted error free	Posts transactions to SL and GL for Regular Agency Fund	3,500	110%	3,850	5	5	5	5.00	
		No. of entries consolidated error free	Consolidates CkDJ of the main campus under Regular Agency Fund	2,500	114%	2,850	5	5	5	5.00	
		No. of entries consolidated error free	Consolidates all transactions of the branch campuses such as CRJ, CDJ, CkDJ and post to General and subsidiary ledgers for Regular Agency Fund	175	162%	285	5	5	5	5.00	
		No. of journals prepared within the mandated time	Prepares journals and JEV for regular agency Fund	130	109%	142	5	5	5	5.00	
		No. of accounts maintained and posted	Maintains and post to subsidiary ledgers for cash advances and cash in bank accounts	15	120%	18	5	5	5	5.00	
		No. of entries for liquidation of cash advances	Prepares liquidation summary report for Regular Agency Fund	105	156%	164	5	5	5	5.00	
		No. of entries posted	Posts all report of supplies and materials issued to individual ledger cards under RAF	105	142%	150	5	5	5	5.00	
		No. of Trial Balance prepared within the mandated time	Prepares Trial Balance under Regular Agency Fund	6	100%	6	5	5	5	5.00	
		No. of schedules prepared within the mandated time	Prepares schedule of A/R, Other Payables, Cash advances, Due fr. NGAs and Accounts Payable under RAF	10	120%	12	5	5	5	5.00	

NO.	MFO & PAPs	Success Indicators	Task Assigned	Jan.-June, 2019	Percentage of Accomplishment	Details of Accomplishment	Rating				Remarks
				Target			Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
		No. of financial reports prepared within the mandated time	Prepares financial reports for submission to COA, DBM, GAS and other concerned agencies for RAF & All Funds	20	104%	24	5	5	4	4.67	
		No. of vouchers, payrolls, Pos and appointments signed in the absence of the Accountant.	Vouchers, payrolls, Pos and appointments signed	150	116%	175	5	5	4	4.67	
	Total Over-all Rating						70.00	70.00	64.00	69.00	

Average Rating (Total Over-all rating divided by # of entries)	4.93
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.93
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:  
To attend training for updates on acctg. System

Received 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

Date: \_\_\_\_\_  
1 - quality  
2 - efficiency  
3 - timeliness  
4 - average

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

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



## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan 1-June 30, 2019

Name of Staff: **Sandra C. Tiu** Position: Administrative Assistant 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>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	59				
Average Score	4.92				

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

  
ERLINDA S. ESGUERRA  
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: SANDRA C. TIU  
Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 1 Target Date: November , 2019

First Step:  
Attend training on Laws and Rules on Government Expenditures

Result:  
Improved Performance


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

Next Step:  
Recommend for promotion

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

Final Step/Recommendation:

Prepared by:

  
ERLINDA S. ESGUERRA  
Unit Head

Conforme:

  
SANDRA C. TIU  
Name of Ratee Faculty/Staff