



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.83	70%	3.381
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.374
TOTAL NUMERICAL RATING			4.76

TOTAL NUMERICAL RATING: 4.76

Add: Additional Approved Points, if any: 0

TOTAL NUMERICAL RATING: 4.76

FINAL NUMERICAL RATING 4.76

ADJECTIVAL RATING: Outstanding

Prepared by:

PETER BEN LAURICE H. URDANETA
Name of Staff

Reviewed by:

QUEEN-EVERY Y. ATUPAN
Department/Office Head

Recommending Approval:

RYSAN C. GUINOCOR
Dean/Director

Approved:

ELWIN JAY V. YU
Vice President



CASH OFFICE

Visayas State University, PQWW+RJM Baybay City, 6521 Leyte
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"Exhibit B"

PETER BEN LAURICE H.URDANETA

Ratee
07/26/2024

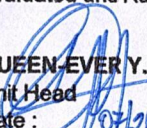
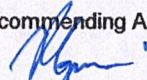
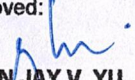
QUEEN-EVER Y. ATUPAN

Head of Unit,

07/26/2024

No.	MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
UMFO 5. SUPPORT TO OPERATIONS										
VPAF STO 1: ISO aligned management and administrative support services										
ASO STO 1: ISO 9001:2015 aligned documents and compliant processes										
ASO STO 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	Fast, Efficient & customer friendly frontline service	95% of clients rated services as very satisfactory or higher	95% of clients rated services as very satisfactory or higher	5	5	4	4.67	
		PI. 3 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor	Preparation and filling of evidences	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	5	5	5	5.00	
		PI. 4 Number of administrative processes implemented in accordance with existing approved quality procedures	Implement processes in accordance with existing approved QPs	2 processes implemented according to QP	2 processes implemented according to QP	5	5	5	5.00	
		PI. 5 Number of Reports submitted to COA	Submit various reports to COA Office	10 COA Reports	10 COA Reports	5	5	5	5.00	
		PI. 6 Number of Reports submitted to COA, QAC, Accounting Office, ASO, FMO, and other regulatory bodies	Submit various reports to accounting office, QAC, etc.	10 reports	10 reports	5	5	5	5.00	
VPAF STO 2: FREEDOM OF INFORMATION (FOI) ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS										
ASO STO 2. FOI aligned frontline services										

No.	MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
ASO STO 2:	FOI aligned frontline services	PI. 8 Percentage of requested information acted within the time frame set by FOI	Accommodate various request and inquiries from clients	100% submission	100% submission	5	5	5	5.00	
VPAF STO 3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS										
ASO STO 3:	ARTA aligned frontline services	PI. 9 Efficient & customer friendly frontline service	Fast, Efficient & customer friendly frontline service	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	4	4.67	
VPAF STO 4: INNOVATIONS & BEST PRACTICES										
ASO STO 4:	Innovations	PI. 11 Number of new systems/innovations/proposals introduced and implemented	Implement the new system to further improve the services	1 new system	1 new system	5	5	5	5.00	
ASO STO 5:	New Best Practices Development Services	PI. 13 Number of seminar conducted/presided	Attend seminar	1 seminar conducted	1 seminar conducted	5	5	5	5.00	
UMFO6: General Administrative and Support Services (GASS)										
VPAF GASS 1: Administrative and Support Services Management										
ASO GASS 1:	Administrative and Support Services	PI. 15 Number of administrative services and financial/administrative documents acted within time frame	Prepare and print weekly travel to Ormoc & facilitate requests from clients to pay various suppliers and service providers.	50 requests/ administrative documents (Pag-ibig loans, deposit of payment to bank, etc.)	55 requests/ administrative documents (Pag-ibig loans, deposit of payment to bank, etc.)	5	5	4	4.67	
		PI. 18 No. of linkages with external agencies maintained	Maintain a good working relationship and linkage with Landbank, COA and other agencies	5 Linkages (COA, LBP, Philhealth, GSIS, HDMF)	5 Linkages (COA, LBP, Philhealth, GSIS, HDMF)	5	5	5	5.00	
ASO GASS 3.4: Collection and Disbursement Services										
CASH MFO2	Disbursement /Processing	PI 1. Number of approved vouchers and payrolls acted within prescribed period	Conduct a final review of vouchers and payrolls as to completeness of signatures and attachments in the absence of the incharge.	250 approved payrolls and vouchers	315 approved payrolls and vouchers	4	5	4	4.33	
		PI 2. Number of checks, LDDAP, ACIC and PACS issued and released within three days	Pay checks & deliver paid LDDAP ADA & BIR Certificates to suppliers and service providers.	500 checks and 1,000 LDDAP-ADA paid to suppliers	635 checks and 1,023 LDDAP-ADA paid to suppliers	5	5	4	4.67	

No.	MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
		PI 3. Number of Purchase Orders paid	Review Purchase Order for Check/LDDAP ADA preparation	25 Purchase Orders	36 Purchase Orders	5	5	4	4.67	
Total Over-all Rating			67.67	Comments and Recommendations for Development Purpose:						
Average Rating			4.83	<i>Attend trainings for skills development.</i>						
Additional Points:										
Punctuality										
Approved additional points (with copy of approval)										
Adjectival Rating			OUTSTANDING							
<div style="display: flex; justify-content: space-between;"> <div> <p>Evaluated and Rated by:</p> <p> QUEEN-EVERY Y. ATUPAN Unit Head Date: <u>07/26/2024</u></p> </div> <div> <p>Recommending Approval:</p> <p> RYSAN C. GUINOCOR Director for Administrative Services Date: <u>07/26/2024</u></p> </div> <div> <p>Approved:</p> <p> ELWIN JAY V. YU Vice President for Admin. and Finance Date: <u>07/26/2024</u></p> </div> </div>										
1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average										

PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: CASH OFFICE

Head of Office: QUEEN-EVER Y. ATUPAN

Number of Personnel: 13

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

Activity Monitoring	MECHANISM			Remarks	
	Meeting		Memo		Others (Pls. specify)
	One-on-One	Group			
Monitoring Follow up status of tasks assigned to each staff. Monitor NCA balances and estimated payables to ensure 100% Utilization of Budget	Daily one on one with staff when needed. Weekly and as needed	Conducts staff meetings to update every one with the new issuances and needed innovations and to discuss problems, concerns and solutions to improve services. (Feb 8, May 10, March 22, etc.)	Notice of meetings		Daily or weekly monitoring and follow ups needed to accomplish desired outputs.
Coaching Ask the staff in charge of reports preparation to come up and implement the best possible ways to submit all the reports before deadlines with complete supporting documents.	Coaching one on one daily or weekly and as needed.	Conducts group briefings/meetings as to how to manage all the assigned tasks.			Assessment of each work assignments is needed to cope with the high work demands despite the limited manpower.

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

Conducted by:

QUEEN-EVER Y. ATUPAN
Immediate Supervisor

Noted by:

ATTY. RYSAN C. GUINOCOR
Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
Cash MFO 3 FINANCIAL MANAGEMENT: CASH MANAGEMENT								
3.1 Disbursement Services	1. Prepares and generate checks for payment of all university transaction w/ processed approved documents.	Q.Y.Atupan, V. Valenzona, M.Mendoza, D. Arpoceple, K.Sendrome, J. Baslan, L. Dy, F.L. Dajao, L.Ampac, R.Guinocor, DL Tan & E.Tulin	Jan 1- June 30, 2024					Daily
	2. Prepares, generates PACS, LDDAP, & ACIC w/ processed approved documents for submission to LBP	Q.Y.Atupan, V. Valenzona, M.Mendoza, M. Oppura, D. Arpoceple, K.Sendrome, J. Baslan, L. Dy, F.L. Dajao, L.Ampac, R.Guinocor, DL Tan, N.Bello and E.Tulin	Jan 1- June 30, 2024					Daily
	3. Release and pay checks to payees.	PBL Urdaneta, K. Sendrome , J.Baslan, L.Dy, M. Oppura & Q. Atupan	Jan 1- June 30, 2024					Daily
3.2 Collection Services	1.Collects and receives payment of university income	C.Sacro, V.Valenzona, F. Calunangan, C. Mendez Q.Y.Atupan D. Arpoceple	Jan 1- June 30, 2024					Daily
	2.Prepare deposit slip & deposit intact to LBP	C.Sacro, V.Valenzona, Q.Y.Atupan	Jan 1- June 30, 2024					Daily
	3.Verifies fund transfer from other	QY Atupan , C.Sacro,	Jan 1- June					As needed

	sponsoring agencies	V. Valenzona	30, 2024					
3.3 Financial Reports	1. Prepares, generates and binds ROC, RCIC, RCD, RADAI and other reports for submission to Accounting Office and COA.	Q.Y.Atupan, V. Valenzona, M.Mendoza, D. Arpoceple, K.Sendrome, J. Baslan, L. Dy, F.L.Dajao, M.Oppura, M. Cayunda, F.Calunangan, C. Mendez & C.Sacro,	Jan 1- June 30, 2024					Daily, weekly and monthly
3.4 Student Services	1.Review and sign clearances from students	Celso F. Sacro J. Baslan, Q. Atupan, L. Dy, M. Oppura, FL Dajao, K.Sendrome	Jan 1- June 30, 2024					Mid-Term & Finals and as needed

Prepared by:


QUEEN-EVER Y. ATUPAN
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Peter Ben Laurice H. Urdaneta

Performance Rating: 4.83

Aim: Timely payments of checks to suppliers and payment of remittances before deadlines.

Proposed Interventions to Improve Performance:

Date: January 01, 2024

Target Date: March 31, 2024

First Step: Assist him in negotiating with Philhealth and other remittance agencies to accept
Check payments while we are processing full on-line payments.

Result: Check payments were remitted or paid timely.

Date: April 01, 2024

Target Date: June 30, 2024

Next Step: Encourage him to improve disbursement services by managing the payments to
Suppliers and service providers efficiently.

Outcome: Improved disbursement services.

Final Step/Recommendation:

Attend trainings for skills development.

Prepared by:

QUEEN-EVER Y. ATUPAN
Unit Head

Conforme:

PETER BEN LAURICE H. URDANETA
Name of Ratee Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2024

Name of Staff: Peter Ben Laurice H. Urdaneta
(Casual)

Position: Administrative Aide 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

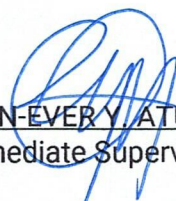
A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits 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



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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		55				
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						
Average Score		4.58				
Overall recommendation: Attend trainings for skills development.						


 QUEEN-EVERY ATUPAN
 Immediate Supervisor