



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **ERLINDA S. ESGUERRA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.95	70%	3.47
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.88	30%	1.46
TOTAL NUMERICAL RATING			4.93

TOTAL NUMERICAL RATING: 4.93

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.93

FINAL NUMERICAL RATING **4.93**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


ERLINDA S. ESGUERRA
Accountant IV

Reviewed by:


ERLINDA S. ESGUERRA
Head, Accounting Office

Recommending Approval:



LOUELLA C. AMPAC
Director, Financial Management Office

Approved:



REMBERTO A. PATINDOL
Vice President, Administration and Finance Office

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ERLINDA S. ESGUERRA**, 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 **July 1 to December 31, 2020**.


ERLINDA S. ESGUERRA
 Ratee

Approved:


LOUELLA C. AMPAC
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	2020 Target July-Dec	Percentage of Accomplishment	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
Administrative and Support Services and Management	Number of external linkages for improved financial management developed/maintained	External linkages with COA, DBM, GSIS, Philhealth, HDMF, BIRLBP	7	100%	7 linkages	5	5	5	5.00	
Disbursement/Processing Services	No. of financial documents certified (vouchers, payrolls, PO, and PRs) within 3 days after receipt	Reviews and certifies financial documents (vouchers, payrolls, appointments, contracts, PR, ITR and etc.) and certifications on availability of funds.	15,500	117%	18,200	5	5	5	5.00	
	No. of communication prepared within the mandated time	Prepares communications and other related office reports	50	178%	89	5	5	5	5.00	
	No. of certification and demand letters for unliquidated cash advance signed	Reviews and signs certification and demand letters for unliquidated cash advance	55	160%	88	5	5	5	5.00	
Bookkeeping Services	No. of quarterly financial project reports reviewed and certified within the mandated time	Reviews and certifies quarterly financial project reports with supporting schedules	400	195%	780	5	5	5	5.00	
	No. of monthly, quarterly, and year-end financial reports with supporting schedules reviewed and certified within the mandated time	Reviews and certifies monthly, quarterly, and year-end financial reports with supporting schedules	909	132%	1,200	5	5	5	5.00	
	No. of reports prepared within the mandated time	Prepares monthly Report of Disbursement under 01 Regular Funds FAR 4	6	100%	6	5	5	5	5.00	
	No. of reports prepared within the mandated time	Prepared quarterly Report of income/receipts FAR 5 for Fund 164, 161 and 101 Trust	2	100%	2	5	5	5	5.00	

MFO & PAPs	Success Indicators	Tasks Assigned	2020 Target July-Dec	Percentage of Accomplish ment	Actual Accomplis hment	Rating				Remarks
						Q¹	E²	T³	A⁴	
	No. of reports prepared within the mandated time	Prepares draft for monthly SPMR for Regular Agency Fund	6	100%	6	5	5	5	5.00	
	No. of reports prepared within the mandated time	Prepares quarterly Statements of Cash Flow for all funds and one consolidated cash flow	10	250%	25	5	5	5	5.00	
Innovation and Best Practices Services or Continual Improvement and Management Services	Number of operation manual prepared, developed and approved	Prepares operation manual	1	50%	0.5	5	4	4	4.33	on process
	Number of innovation for improved university operation	Introduces innovation for improved university operation	1	100%	1	5	5	5	5.00	use of ip messenger in informing
	Number of best practices achieved	Introduces best practices	1	100%	1	5	5	5	5.00	special lane for student claims
Supervisory Services	No. of staff supervised	Plans activities and supervises office staff	19	100%	19	5	5	5	5.00	
	Other accomplishments									Acts as OIC in the absence of the Director for Finance
										Member, special committee
Total Over-all Rating						70	69	69	69.33	
Average Rating (Total Over-all rating divided by # of entries)					4.95					
Additional Points:						Comments & Recommendations for Development Purpose: To attend training for update on Acctg. System				
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING					4.95					
ADJECTIVAL RATING					Outstanding					

Evaluated and Rated by:



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July 1 – December 31, 2020**

Name of Staff: **ERLINDA S. ESGUERRA**

Position: **Accountant 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		60				

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		23				
Average Score		4.88				

Overall recommendation : _____


LOUELLA C. AMPAC
 Director, Financial Management Office