



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

**Annex P**

Name of Administrative Staff: **MYRNA S. PANCITO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.83	4.83 x 70%	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	4.94 x 30%	1.48
<b>TOTAL NUMERICAL RATING</b>			<b>4.86</b>

TOTAL NUMERICAL RATING: 4.86

Add: Additional Approved Points, if any: 0.00

TOTAL NUMERICAL RATING: 4.86


FINAL NUMERICAL RATING 4.86

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

  
**MYRNA S. PANCITO**  
Administrative Officer V *7/30*


Reviewed by:

  
**LOUELLA C. AMPAC**  
Immediate Supervisor *7/30*

Recommending Approval:

  
**LOUELLA C. AMPAC** *7/30*  
Financial Management Director

Approved:

  
**REMBERTO A. PATINDOL**  
Vice President for Admin. & Finance

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

I, MYRNA S. PANCITO, of the Budget Office commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for for the period January - June 30, 2021.

MYRNA S. PANCITO

Ratee

Approved:

LOUELLA C. AMPAC

Head of Unit

	Success Indicators	Tasks Assigned	Target	Details of Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Administrative & Support Services Mgmt.	Efficient & customer-Friendly Frontline Service	Plans activities and supervises office staff , prepares communications & files documents of the office.	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5	
	Number of external linkages for improved financial management developed/maintained	Attend to meetings/seminars per advisory by Agency & make follow ups of SARO & NCA for the university budget releases	4 external linkages (COA, DBM, CHED, PASUC,NEDA)	4 external linkages (COA, DBM, CHED, PASUC,NEDA)	5	5	5	5	
	Membership to committees (NABP, BAC-TWG)	Participates in meeting	75 meetings attended/participated	33 meetings attended/participated	4	5	5	4.66	
Effective and Responsive Annual Budget prepared and submitted within allowable period	Percentage of annual budget proposal (GAA & STF) submitted to different regulatory committees and agencies	Prepares data/reports for Budget Proposal for Past Years actual Obligations and Current Year's Appro. & proposed w/in the ceiling per NEP data & released the sub-allotment to offices/centers concerned per GAA	100% of proposed amount submitted	100% of proposed amount submitted	5	5	5	5	
Efficient Budget Utilization of funds within prescribed time	Percentage of budget obligated and liquidated before year end.	Reviews and certifies financial documents (vouchers, payrolls, and etc.) as to availability of appropriation; prepares request for funding terminal leave pay , follow up and get SARO & NCA from DBM	100% budget utilized	Fund 101 - 59.37% STF - 51% IGP 100%	5	5	5	5	PS,MOOE,& CO-456,672,047.83 (59.37%) obligation for GF, for STF - 29,051,664.88 (51%) and For IGP - 5,171,212.18 ( 100%)

	No. of budget proposal (CY & PY) for utilization of income prepared and defended at UADCO & approved by BOR	Prepares data /reports for current & prior years proposed utilization of income for Main Campus for FY 2019 & FY 2020	12 budget proposals	6 Budget Proposal approved	5	5	5	5	
	No. of fund transfer prepared on the 5th day of the month, error free	Prepares document for fund transfer of funds to External campuses; consolidates reports with main.	60 fund transferred Documents & consolidated reports with Main	24 fund transferred documents & consolidated with main	4	4	4	4	
Timely and Error Free financial and budgetary reports prepared and submitted within the prescribed time.	Number of monthly, quarterly and year end financial reports including request for TLB/Filing up of position prepared, consolidated approved and submitted to COA, DBM, CHED, PASUC for all fund clusters w/in mandated time, error free.	Prepares Budget Execution Document, Budget Accountability Reports monthly, quarterly & year-end reports required by DBM, COA, PASUC, CHED, etc & provides financial data for Normative Financing, AACCUP and other offices.	60 Budget Exec. Docs. & Budget Financial Accountability reports (BED's & BFAR's) certified & approved by the President & 23 other Financial Reports for internal use.	33 Financial Reports.	5	5	5	5	
<b>Total Over-all Rating</b>					<b>38</b>	<b>39</b>	<b>39</b>	<b>38.66</b>	
entries)				4.83	for upgrading of position				
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING									
ADJECTIVAL RATING									

Evaluated & Rated by:

*Louella C. Ampac*

**LOUELLA C. AMPAC**

Director of Finance

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

Recommending Approval:

*Louella C. Ampac*

**LOUELLA C. AMPAC**

Director of Finance

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

Approved:

*Remberto A. Patindol*

**REMBERTO A. PATINDOL**

Vice Pres. For Admin.

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

1 - quality

2 - efficiency

3 - timeliness

4 - average

**TRACKING TOOL FOR MONITORING TARGETS**  
January - June, 2021

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1st Week	2nd Week	3rd Week	4th Week	
MFO 1. Administrative and Support Services Management								
PI 1. Efficient & Customer-Friendly Frontline Service	1 Plans Activities and supervises office staffs, prepares communications & files documents of the offices	Myrna S. Pancito Mona Nena B. Geraldo Teresita G. Manatad & 3 JO	Jan.-June, 2021	x	x	x	x	
PI 2. Number of external linkages for improved financial management developed/maintained.	2 Attend to meetings/seminars per advisory by Agency & make follow ups of SARO & NCA for the University budget releases	Myrna S. Pancito Mona Nena B. Geraldo Teresita G. Manatad & 3 JO	Jan.-June, 20201	x	x	x	x	
MFO 2. Certified Financial Documents & Reports								
PI 1. Percentage of Budget Utilization-Obligations BUR	1 Prepares monitoring of the GAA, GARO, SARO & NCA releases monthly with the actual obligations, TRA & Actual disbursement of funds	Myrna S. Pancito Mona Nena B. Geraldo Teresita G. Manatad	Jan.-June, 2021	x	x	x	x	
PI 3. Percentage of approved budget against budget proposed as submitted and defended before NEDA, CHED, Congress and Senate	3 Prepares reports/data for Budget Proposal for past years actual obligations and Current Year's Appropriation & Proposed within the ceiling, per NEP data & released the sub-allotment to offices/centers concerned per GAA	Dr. Ferraren, OP, ODF, Acctg. Res, & Ext. College Deans, External Campuses, ODHRD, PRPEO, USSO, GSD	Jan.-June, 2021	x	x	x	x	
PI 4. Number of budget proposals (CY & PY) for utilization of income prepared and defended at UADCO & approved by BOR	4 Prepares data/reports for current & prior years & proposed utilization of income for Main Campus for FY 2018 & FY 2019 proposal	L. Ampac	Jan.-June, 2021	x	x	x	x	
MFO 3. Certified Financial Documents & Reports								
PI 1. Percentage of total financial documents received are processed and allocated funds	1 Reviews and certifies financial documents (vouchers, payrolls and PRs) as to availability of funds. Prepares request for funding terminal leave pay	Myrna S. Pancito Mona Nena B. Geraldo Teresita G. Manatad & 3 JO	Jan.-June, 2021	x	x	x	x	
PI 2. Number of budgetary accountability reports prepared, certified correct and approved by the President	2 Prepares Budget Execution Documents, Budget accountability reports monthly, quarterly and year-end reports required by DBM, COA, CHED,PASUC & other offices.	Myrna S. Pancito Mona Nena B. Geraldo Teresita G. Manatad & 3 JO	Jan.-June, 2021	x	x	x	x	

Prepared by:

  
**MYRNA S. PANCITO**  
Head Budget Office

## PERFORMANCE MONITORING FORM

Name of Employee: MYRNA S. PANCITO  
For the Period: January-June 2021

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all Assessment of Output**	Remarks/Recommendation
1	Monitors GAA, GARO, SARO & NCA Releases with the actual obligations and disbursements of funds	Allotment monitored, utilized and obligated	End of the month	5th day of the Month	5th day of the Month			
2	Prepares reports/data for Budget Proposal for Past years actual obligation and Current Year's Appropriation & Proposed within the ceiling and releases sub-allotment to offices/centers concerned per GAA	Reports/data prepared for the submission of Budget Proposal.	various dates between February-June, 2021	various dates between February-June, 2021	various dates between February-June, 2021			Met the deadline set by the agency
3	Prepares reports/data for current & prior years Utilization of income for Main Campus.	Reports/data prepared for the utilization of income.	Feb 12, Feb 16, Feb 25, March 3, March 16, June 4, June 19	Feb 15, Feb 20, Feb 27, March 5, March 20, June 6, June 21	Feb 15, Feb 20, Feb 27, March 5, March 20, June 6, June 21			Met the deadline set by the agency
4	Reviews and certifies financial documents (vouchers, payrolls and etc.) as to availability of funds. Prepares request for funding terminal leave pay.	Reviewed and Certified documents. Prepared request for funding.	Daily from January- June 2021	Daily from January- June 2021	Daily from January- June 2021			Documents reviewed and certified within the day
5	Prepares Budget Execution Documents, Budget Accountability Reports Monthly, Quarterly & Year-End reports required by DBM, COA, PASUC and CHED.	Prepared BED, Monthly, Quarterly and Year-End Reports	10th Day of the Month & 30th end of the Quarter	10th of the month and 27th of the Quarter	10th of the month and 27th of the Quarter			Met the deadline set by the required agencies.
6	Prepares documents for fund transfer to External campuses	Documents for fund transfer prepared.	10th Day of the Month	5th day of the Month	6th day of the Month			
7	Plans activities and supervises Office Staff	Planned activities and supervised office staff.	Daily from January-June, 2021	Daily from January-June 2021	Daily from January- June 2022			
8	Attends to meetings/seminars	Attended meetings and seminars	various dates from January-June, 2021	within January-June 2021	within January-June 2022			

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

  
LOUELLA C. AMPAC  
Director of Finance



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY-JUNE 2021

Name of Staff: MYRNA S. PANCITO Position: **ADMINISTRATIVE OFFICER V**

**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>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		24				
Average Score		4.94				

Overall recommendation : for upgrading of pos.

Louella C. Ampac  
**LOUELLA C. AMPAC**  
 Financial Management Director

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Myrna S. Pancito

Performance Rating: Outstanding

Aim: To advance in professional competitiveness in government accounting and to have an update on the latest implementations and undertakings as mandated by governing agencies.

Proposed Interventions to Improve Performance:

Date: July, 2021

Target Date: December, 2021

First Step:

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Result:


Date: July 2021 Target Date: December, 2021

Next Step:

Outcome: To develop skills and increase motivation through continuous update on work related trainings/workshops.

Final Step/Recommendation: Recommend to attend Training/Workshop on PPSAS and RCA.

Prepared by:

  
LOUELLA C. AMPAC  
Director of Finance

Conforme:

  
MYRNA S. PANCITO

Printed Name and Signature of Employee