

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


Name of Administrative Staff: **THELMA P. APAS**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
7. Numerical Rating per IPCR	4.79	4.79 x 70%	3.35
8. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	4.58 x 30%	1.37
TOTAL NUMERICAL RATING			4.72

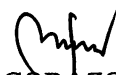
TOTAL NUMERICAL RATING: **4.72**
 Add: Additional Approved Points, if any: **0.00**
 TOTAL NUMERICAL RATING: **4.72**

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:


THELMA P. APAS
 Admin. Aide IV

Reviewed by:


CORAZON U. NUEVO
 Head, Cash Office

Recommending Approval:


LOUELLA C. AMPAC
 Director of Finance

Approved:


REMBERTO A. PATINDOL
 Vice Pres. for Admin. & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, **Thelma P. Apas**, 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, 2018 to June 30, 2018


THELMA P. APAS
Ratee

Approved: **CORAZON U. NUEVO**
Head of Unit

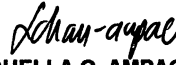
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
FINANCIAL MANAGEMENT MFO 2									
Cash Management 2									
2.3 Financial Reports	Financial mandated Reports submitted to office concerned on the prescribed time and error free.	Prepared Report of Check Issued & Cancelled of fund 164.	5,700	5,826	4.5	5.0	4.5	4.7	
		Stamped "Paid to Paid vouchers & payrolls of the fund.	350	500	4.5	4.5	4.5	4.5	
		Cross checked paid vouchers/payrolls against the cash book.	6,000	6,520	5.0	5.0	5.0	5.0	
		Consolidated & bounded generated reports	450	500	5.0	4.5	5.0	4.8	
		Prepared PACS for ATM payroll of Job Orders Fund 164.	250	300	4.5	4.5	5.0	4.7	
		Prepared checks of Fund 164.	1,500	1,911	5.0	4.5	5.0	4.8	
ADMINISTRATION SUPPORT SERVICES & MANAGEMENT MFO 3	Effective & efficient prompt remittance to government agencies.	Delivered checks of VSU suppliers in Tacloban City & Ormoc City	550	600	5.0	5.0	4.5	4.8	
Customer Friendly	7AM to 7PM collection services to accommodate payments during enrollment w/ customer satisfaction and error free.	Delivered checks for remittance of Vsu to diff. government agencies	5	7	5.0	4.5	4.5	4.7	
		Collected school fee	1,100	1,510	5.0	4.8	5.0	4.9	
Frontline Service	No noon Break Policy to entertained clients during their period	Catered the needs of the clients	100%	100%	5.0	5.0	5.0	5.0	
Total Over-all Rating									47.9

Average Rating (Total Over-all rating divided by 10)		4.79
Additional Points:		
Approved additional points (with copy of approval)		
FINAL RATING		4.79
ADJECTIVAL RATING		

Evaluated & Rated by:


CORAZON U. NUEVO
Dept./Unit Head
Date:

Recommending Approval:


LOUELLA C. AMPAC
Director of Finance
Date:

Comments & Recommendations for Development Purpose:
put transferred to DOPAC. The dept. has the authority to recommend her for development. she is a good worker.

Approved by:


REMBERTO A. PATINDOL
Vice President
Date:

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan - June, 2018
 Name of Staff: APAS, THELMA Position: AAIR

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
2. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	(5)	4	3	2	1
3. 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
4. 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
5. Keeps accurate records of her work which is easily retrievable when needed.	5	(4)	3	2	1
6. Suggests new ways to further improve her work and the services of the office to its clients	(5)	4	3	2	1
7 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
8 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
9. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	(4)	3	2	1
10 Willing to be trained and developed	(5)	4	3	2	1

Total Score						
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		45				
Average Score		4.5				

Overall recommendation : _____

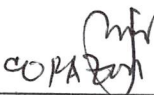

 COPA U. XILUENO
 Name of Head

EXHIBIT I

PERFORMANCE MONITORING FORM

Name of Employee: THELMA P. APAS

Task No.	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Encoded check entries to BAUM	Daily	Within the day	Immediately upon receiving the documents	Impressive	VS	
2	Generated check for Fund 164	Daily	Within the day	25 mins. After encoded	Impressive	VS	
3	Recorded checks issued to Bank Cash Book	Daily	Within the day	30 mins. After generated	Impressive	VS	
4	Encoded entries for PAC's to BAUM	Daily	Within the day	Before end of the day	impressive	VS	
5	Generated PAC's and facilitated fund transfer to LBP	Daily	Within the day	Before end of the day	impressive	VS	
6	Assisted in collection of fees during enrollment	Enrollment period	Enrollment period	Whole duration of enrollment period.	impressive	O	

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

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

Prepared by:


CORAZON U. NUEVO
Unit Head