

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

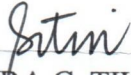
Name of Administrative Staff: SANDRA C. TIU

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.93	4.93 x 70%	3.45
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.91	4.91 x 30%	1.47
TOTAL NUMERICAL RATING			4.92


TOTAL NUMERICAL RATING: 4.92  
Add: Additional Approved Points, if any: 0.00  
TOTAL NUMERICAL RATING: 4.92

ADJECTIVAL RATING: OUTSTANDING


Prepared by:

  
SANDRA C. TIU  
Administrative Assistant III



Reviewed by:

  
ERLINDA S. ESGUERRA  
Head, Accounting Office

Recommending Approval:

  
REMBERTO A. PATINDOL  
Chairman, PMT

Approved:

  
EDGARDO E. TULIN  
President 

# INDIVIDUAL 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 targets in accordance with the indicated measures for the period January 1 to June 30, 2016

*Sandra C. Tiu*  
SANDRA C. TIU  
Ratee

Approved:

*E. Sguerra*  
ERLINDA S. ESGUERRA  
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	2016 Target	Percentage of Accomplishments As of June 30, 2016	Details of Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Bookkeeping Services	No. of entries encoded to BAOM and recorded error free	Encodes & records Check Disb. Journal and JEV for fund 161, 101trust, Cebu and AREC	4,000	117%	encoded and recorded 4,693 entries	5	5	5	5.00	
	No. of transactions posted error free	Posts transactions to SL and GL for fund 161 for the main campus.	4,200	119%	posted 5,000 transaction to SL and GL	5	5	5	5.00	
	No. of transactions posted error free	Consolidates all transactions of the branch campuses and post to SL and GL	100	115%	consolidated 115 transactions of branch campuses	5	5	5	5.00	
	No. of entries posted and computed error free	Posts for Property, Plant, and Equipt. and computes quarterly depreciation expenses	900	128%	posted 1,020 PPE	5	5	5	5.00	
	No. of vouchers, RIS and PR's prepared	Prepares vouchers, RIS and PR's with supporting documents needed for the office	8	125%	prepared 10 vouchers, RIS and PR's	5	5	5	5.00	
	No. of journals prepared within the mandated time	Prepares journals and JEV for fund 101trust, VSU Hospital, 101t Cebu, and RERC	120	125%	prepared 150 journals	5	5	5	5.00	
	No. of entries consolidated error free	Consolidates CKDJ for fund 101, 101T, VSU ospital, 101T Cebu and AREC	3,900	110%	consolidated 4,300 entries	5	5	5	5.00	
	No. of Trial Balance prepared within the mandated time	Prepares Trial Balance for fund 161 time	6	100%	prepared 6 trial balance	5	5	5	5.00	
	No. of schedules of A/R prepared within the mandated time	Prepares schedules of A/R	2	100%	prepared 2 schedules of A/R	5	5	4	4.67	
	No. of financial reports prepared within the mandated time	Prepares financial reports for submission to COA, DBM and GAS	8	125%	prepared 10 financial reports	5	5	4	4.67	
<b>Total Over-all Rating</b>						<b>50</b>	<b>50</b>	<b>48</b>	<b>49</b>	
Average Rating (Total Over-all rating divided by # of entries)					4.93	Comments & Recommendations for Development Purpose:				
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING					4.93					
ADJECTIVAL RATING					Outstanding					

Received by:  
*[Signature]*  
Planning Office

Calibrated by:  
*[Signature]*  
PMT

Recommending Approval:  
*[Signature]*  
Vice President

Approved:  
*[Signature]*  
EDGARDO E. TULIN  
President

Date: \_\_\_\_\_  
1 - quality  
2 - efficiency

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

3 - timeliness  
4 - average

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

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



## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan 1-June. 30, 2016

Name of Staff: Sandra S. 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. 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	59				
Average Score	4.91				

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

  
ERLINDA S. ESGUERRA  
Name of Head