

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


Name of Administrative Staff: **JOCELYN T. CO**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.85	4.85 x 70%	3.39
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	4.94 x 30%	1.48
TOTAL NUMERICAL RATING			4.87

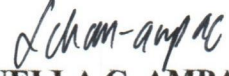
TOTAL NUMERICAL RATING: **4.87**
 Add: Additional Approved Points, if any: **0.00**
 TOTAL NUMERICAL RATING: **4.87**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


MONA NENA B. GERALDO
 Admin. Aide III

Reviewed by:


LOUELLA C. AMPAC
 Director for Finance

Recommending Approval:



REMBERTO A. PATINDOL
 Chairman, PMT


Approved:


EDGARDO E. TULIN
 President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JOCELYN T. CO**, of the **Office of the Director for Finance (ODF)** 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 - December, 2019.



JOCELYN T. CO
 Ratee


LOUELLA C. AMPAC
 Rater

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Details of Actual Accomplishment	Percentage of Accomplishment as of December 30, 2019	Rating				Remarks
						Q¹	E²	T³	A⁴	
Financial Documents	Number of financial documents approved and released on time	Received, stamps facsimile, encodes & releases all documents in the Finance Office from Accounting Office	7,600 vouchers & payrolls (3,700 Gen.Fund/ 3,900 STF & Trust Funds)	7,816 vouchers & payrolls (3,210 Gen.Fund/ 4,606 STF & Trust Funds)	103%	5.0	5.0	5.0	5.00	
		Received, stamps facsimile, encodes & releases all documents in the Finance Office from Cash Office	700 ACIC	740 ACIC	105%	5.0	5.0	5.0	5.00	
			975 SLCI, NCA utilization, LDDAP	1,086 SLCI, NCA utilization, LDDAP	111%	5.0	5.0	5.0	5.00	
			6,550 Checks (2,000 Gen.Fund/ 4,550 STF & Trust Funds)	6,870 checks (2,020 Gen.Fund/ 3,580 STF & Trust Funds)	104%	5.0	5.0	4.0	4.67	
			300 student clearances/ withdrawals	800 student clearances/ withdrawals	266%	5.0	5.0	5.0	5.00	
		Acted referrals released	65 referrals	70 referrals	107%	5.0	5.0	5.0	5.00	
	No. of request received & served within the day upon receipt	Clients served within the day	1,324 clients served (10 clients/day)	1,580 clients served (12 clients/day)	119%	5.0	5.0	5.0	5.00	
		Customer-Friendly Frontline Service	No Complaint	No Complaint	100%	5.0	5.0	5.0	5.00	
Administrative and Support Services Management	No. of Financial Reports/Budget related documents reproduced	Distributed SARO/NCA/GARO to concerned offices	127 cps reproduced (56 cps NCA/64 cps SARO/7 cps GARO)	423 cps reproduced (304 cps NCA/98 cps SARO/21 cps GARO)	333%	5.0	5.0	5.0	5.00	
		Budgetary Proposals (Utilization of Income) for BOR Approval	570 sets submitted (360 sets for UADCO/70 sets for Finance Committee/140 sets for BOR)	855 sets submitted (540 sets for UADCO/105 sets for Finance Committee/240 sets for BOR)	150%	5.0	5.0	5.0	5.00	

Administrative and Support Services Management	No. of documents/vouchers prepared for processing	Drafted communications, prepared documents for reimbursements, liquidations, OIC and transmittal letters	65 documents prepared	120 documents prepared	184%	5.0	4.0	4.0	4.33	
	No. of reports encoded	Encoded Financial Accountability Reports in excel file	16 reports encoded	16 reports encoded	100%	5.0	4.0	4.0	4.33	
Total Over-all Rating						70.0	68.0	66.0	68.00	
Average Rating (Total Over-all rating divided no. of task assigned))				4.85		Comments & Recommendations for Development Purpose: Needs training/seminar to uplift more interest and updates related to her assigned task.				
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING				4.85						
ADJECTIVAL RATING				OUTSTANDING						

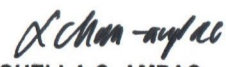
Evaluated & Rated by:


LOUELLA C. AMPAC
Director of Finance

Date: 1/17/2020

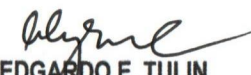
1 - quality 3 - timeliness
2 - efficiency 4 - average

Recommending Approval:


LOUELLA C. AMPAC
Director of Finance

Date: 1/21/2020

Approved:


EDGARDO E. TULIN
President

Date: 1/20/2020

PERFORMANCE MONITORING

July - December, 2019

Name of Employee: JOCELYN T. CO

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	Receiving, encoding and releasing of documents	Documents received, encoded and released	Various dates from July-Dec., 2019	within July-Dec., 2019	within July-Dec., 2019	Very Impressive	o/s	the documents were released utmost thirty minutes after receipt
2	Reproduction of reports/budget related documents	Reproduced reports and budget related documents	Various dates from July-Dec., 2019	within July-Dec., 2019	within July-Dec., 2019	Very Impressive	o/s	met the deadline set by required agencies
3	Collates, sorts, reproduces, binds budgetary reports/requirements for Congress, Senate, DBM, PASUC and CHED	Collated, sorted, reproduced, bound budgetary reports/requirements and submitted to different agencies	Various dates from July-Dec., 2019	within July-Dec., 2019	within July-Dec., 2019	Very Impressive	o/s	met the deadline set by required agencies
4	Drafts communications/proposals and prepares documents for reimbursements, liquidations, OIC and transmittal letters	Drafted communications/proposals and prepared documents for processing	Various dates from July-Dec., 2019	within July-Dec., 2019	within July-Dec., 2019	Impressive	V/S	communications submitted/forwarded utmost one day after assigned task
5	Consolidate reports of the CSI's	Consolidated CSI's reports	Various dates from July-Dec., 2019	within July-Dec., 2019	within July-Dec., 2019	Impressive	V/S	submitted reports within mandated time

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

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

Prepared by:

Louella C. Ampac
LOUELLA C. AMPAC
 Director of Finance

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY - DECEMBER, 2019Name of Staff: JOCELYN T. COPosition: ADMINISTRATIVE AIDE - VI

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	59				
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	25				
Average Score	4.94				

Overall recommendation : to be trained for seminar on accty. for non-accountants

Louella C. Ampac
LOUELLA C. AMPAC
 Director of Finance

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JOCELYN T. CO**

Signature: 

Performance Rating: **Outstanding**

Aim: To maximize the productivity potential of our Clerk

Proposed Interventions to Improve Performance

Date: July 1, 2019 Target Date : September 30, 2019

First Step:

Discuss the proper recording and filing of documents in relation to the ISO 9001:2015

Result:

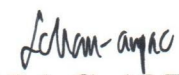
Easy retrieval of documents

Date: September 28, 2019 Target Date: December 31, 2019

Recommendation:

Recommend to attend training on accounting for non accountants.

Prepared by:


LOUELLA C. AMPAC
Director of Finance