



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

**Annex P**

Name of Administrative Staff: **GINA A. LORETO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.90	70%	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
<b>TOTAL NUMERICAL RATING</b>			<b>4.91</b>

TOTAL NUMERICAL RATING: 4.91

Add: Additional Approved Points, if any:       

TOTAL NUMERICAL RATING: 4.91

FINAL NUMERICAL RATING 4.91

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

*[Signature]*  
**GINA A. LORETO** 10/12/2020  
Administrative Aide III

Reviewed by:

*[Signature]* 10/12/2020  
**ERLINDA S. ESGUERRA**  
Head, Accounting Office

Recommending Approval:

*[Signature]* 10/12/2020  
**LOUELLA C. AMPAC**  
Director, Finance and Management Office

Approved:

*[Signature]* 10/13/2020  
**REMBERTO A. PATINDOL**  
Vice President, Administration and Finance Office



# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **GINA A. LORETO**, of the Accounting Office commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period **January 1-June 30, 2020**

Administrative  
support services

*GINA A. LORETO*  
Ratee

Approved:

*ERLINDA S. ESGUERRA*  
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Jan-June 2020	Percentage of Accomplishments	Details of Accomplishment	Rating				Remarks
			Target			Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
DISBURSEMENT/PROCESSING SERVICES	Number of projects controlled error free	Control Project/Releases under NGAS (20201050) funded by DA-BAR, CHED, PCARRD, DENR, DOST & NEDA	40	118%	47	5.00	5.00	5.00	5.00	Controlled 47 projects
		Prepares Journal monthly balance per projects	40	118%	47	5.00	5.00	4.00	4.67	Monitored 47 projects
	Number of financial documents	Obligates vouchers, payrolls, & PO's under NGAS accounts	500	300%	1500	5.00	5.00	5.00	5.00	Obligated 1500 financial docs.
		Earmarks PR's, Contracts, Appointments under NGAS accounts	90	118%	105	5.00	5.00	5.00	5.00	Earmarks 105 documents
	Number of financial documents obligated/liquidated error free	Encode the obligated voucher, payrolls & PO's, under NGAS accounts	600	250%	1500	5.00	5.00	4.00	4.67	Encoded 1500 financial docs
		Post check number to the obligated documents	500	130%	650	5.00	5.00	5.00	5.00	Posted 650 financial docs.
BOOKKEEPING SERVICES	Number of quarterly and terminal financial project reports with supporting schedules prepared and submitted to funding agencies within the mandated time	Prepare Financial Report of each project	20	130%	26	5.00	5.00	4.00	4.67	Prepare 26 reports
		Prepares schedule of recapitulated liquidations of each projects	40	115%	46	5.00	5.00	5.00	5.00	Prepare 46 schedules
		Prepares schedule of accounts payable for each projects	40	115%	46	5.00	5.00	5.00	5.00	Prepare 46 schedules
		Prepares liquidation report of accounts payable of the previous year of each projects	20	105%	21	5.00	5.00	4.00	4.67	Prepare 21 schedules
		Prepare Terminal Report as project requires								
Innovation & Best Practices Services or Continual & Improvement & Administration Support Services & Management	Number of Innovations for improved university operations	Assists	1	100%	1	5.00	5.00	5.00	5.00	
	Number of best practices achieved	Assists	1	100%	1	5.00	5.00	5.00	5.00	
	Customer Friendly Service	Served clients with courtesy; immediate response to client needs and inquiries	100	100%	100	5.00	5.00	5.00	5.00	100% no complaint; Served clients with courtesy; immediate response to client needs and inquiries
Total Over-all Rating						65.00	65.00	61.00	63.67	
Average Rating (Total Over-all rating divided)					4.90	Comments & Recommendations for Development Purpose: To attend training for updates on Acctg. System				
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING					4.90					
ADJECTIVAL RATING					OUTSTANDING					

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

Evaluated and Rated by:

*ERLINDA S. ESGUERRA*  
Head, Accounting Office  
Date: 10/12/2020

Recommending Approval:

*LOUELLA C. AMPAC*  
Director, Finance Office  
Date: 10/12/2020

Approved:

*REMBERTO A. PATINDOL*  
VP for Administration and Finance  
Date: 10/13/2020



# PERFORMANCE MONITORING FORM

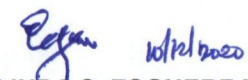
Name of Employee: **GINA A. LORETO**

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	Controls project released under NGAS (20201050) funded by DA-BAR, CHED, PCAARRD, DOST & NEDA	Journals encoded & recorded	Start of Project	As soon as all of the required documents are submitted	within a day	Very Impressive	Outstanding	
2	Obligates vouchers, payrolls and PO's under NGAS accounts	Posted transactions to each project Journals	Daily	1 day after received from processing	within a day	Very Impressive	Outstanding	
3	Earmarks PR's, contracts, appointments under NGAS accounts	Assigned number and recorded to each projects journal	Daily	15 minutes	within a day	Very Impressive	Outstanding	
4	Prepares journal monthly balance per projects	Prepared monthly balance of LIB's of each projects	Monthly	2 days preparations per projects	2 days after	Impressive	Very Satisfactory	
5	Encodes obligated vouchers, payrolls and PO'S under NGAS accounts to BAOM	Posted transactions to BAOM	Daily	1 day preparation	1 day after	Impressive	Outstanding	
6	Posts check number to the obligated documents	Posted to Journal per projects	Monthly	1 day preparation per projects	within a day	Impressive	Very Satisfactory	
7	Prepares schedule of recapitulated liquidations and accounts payable of each projects	Prepared Schedules of Check Issued and Accounts Payable	Quarterly	2 days preparation per projects	2 days after	Impressive	Outstanding	
8	Prepares financial report of each projects	Prepared quarterly Financial Reports	Quarterly	3 days preparations per projects	2 days after	Impressive	Outstanding	
9	Prepares liquidation report of accounts payable of the previous year of each projects	Prepared Liquidation of AP of previous year and Financial Reports	Annually	2 days preparation per projects	2 days after	Impressive	Outstanding	
10	Prepares terminal report for projects completed and prepare voucher of refund if there's any	Prepared Terminal Report per project	End of Project	2 days preparation per projects	2 days after	Impressive	Outstanding	

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

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

Prepared by:

  
**ERLINDA S. ESGUERRA**  
 Head, Accounting Office





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January 1 – June 30, 2020**

Name of Staff: **GINA A. LORETO**

Position: **Administrative Aide 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		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										
Average Score						4.92				

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

  
**ERLINDA S. ESGUERRA** 10/12/2020  
 Head, Accounting Office

**Exhibit L**

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: **GINA A. LORETO**

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 1 Target Date: October, 2020

First Step:

Training on financial management

Result: Improved Performance

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


Next Step:

Recommend for Promotion


Outcome: \_\_\_\_\_

Final Step/Recommendation:

Prepared by:

 10/12/2020  
**ERLINDA S. ESGUERRA**  
Unit Head

Conforme:

 10/12/2020  
**GINA A. LORETO**  
Name of Ratee Faculty/Staff