


COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: MYRNA S. PANCITO

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.88	4.88 x 70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.88	4.88 x 30%	1.46
TOTAL NUMERICAL RATING			4.88


TOTAL NUMERICAL RATING: 4.88
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.88

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

MYRNA S. PANCITO
Admin. Officer V

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, 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 the period January 1 to June 30, 2018.


MYRNA S. PANCITO
Ratee


LOUELLA C. AMPAC
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Details of Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Annual Budget Proposal for GAA , Income & Budget Utilization	Percentage of Budget Utilization - Obligations BUR	Prepares monitoring of the GAA, GARO, SARO, & NCA releases monthly with the actual obligations, TRA & actual disbursements of funds .	90% of budget utilized and obligated	Gen. Fund PS-240,342M, MOE & CO - 148,457M - STF - PS - 3,236M - MOE& CO - 37,658M	5	5	5	5	
	Percentage of approved budget against budget proposed as submitted and defended before CHED, Congress & Senate & approved by Pres. Duterte.	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	98% of proposed amount approved	Total Budget for FY 2019 proposed per Hard Ceiling = 1 volume Budget proposal submitted	5	5	5	5	
Certified Financial Documents/Reports	No. of budget proposals (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 2018 & FY 2019 proposal .	98% of proposed amount approved; with 8 budget proposals approved by BOR	2 Budget Proposals approved by BOR FY, 2018 - P 68,256M	5	5	4	4.67	
	No. of financial documents processed (vouchers, payrolls, appointment, PO, PRs , contract for services, certification) within within 2 days after receipt with client satisfaction	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	95% documents received: 12000 documents certified; vouchers/payrolls, PR's & RIS; appointments(Casual, con, JO & partimmer, certification: request for TLB funding	11498 documents= payroll, vouckers, RIS, Purchase Request, Appointments, Contracts for Svcs. Fund transfers & 6 TLB-funding requests	5	5	4	4.67	
	No. of Budget Reports (BEDs & BAR's); monthly, quarterly, & year-end reports prepared & provided financial data within prescribed period of 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.	30 Budget Exec. Docs. & Budget Financial Accountability reports(BED's & BFAR's) certified & approved by the President & 50 other Financial Reports for internal use.	25 budgetary accountability ports, certified correct and approved by the President, submitted on time, error free, on file	5	5	4.5	4.83	

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Details of Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	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.	80 fund transferred documents & liquidations	76 fund transferred documents & recording liquidations of fund for consolidation with main	5	5	5	5	
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	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	
Total Over-all Rating					40	40	38	39.2	
Average Rating:				4.89	Comments & Recommendations for Development Purpose: <i>Recommended to attend Trainings on PPSAs.</i>				
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING				4.89					
ADJECTIVAL RATING									

Evaluated & Rated by:

Louella C. Ampac
LOUELLA C. AMPAC
 Director, Finance
 Date: _____

Recommending Approval:

Louella C. Ampac
LOUELLA C. AMPAC
 Director, Finance
 Date: _____

Approved:

Remberto A. Patindol
REMBERTO A. PATINDOL
 Vice Pres. For Admin.
 Date: _____

1 - quality

2 - efficiency

3 - timeliness

4 - average

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JAN 1 – JUNE 30, 2018

Name of Staff: MYRNA S. PANCITO

Position: Admin. 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

PERFORMANCE MONITORING FORM

Name of Employee: **MYRNA S. PANCITO**

For the period January to June 2018

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	V Impressive	0	
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 Jan.- March, 2018	various dates between Jan.- March, 2018	various dates between Jan.- March, 2018	- do	0	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.	2/12,2/16,2/25,3/3,3/16,6/4,6/19	2/15,2/20,2/27,3/5,3/20,6/6,&6/21	2/15,2/20,2/27,3/5,3/20,6/6,&6/21	- do	0	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 Jan.- June ,2018	Daily from Jan.- June ,2018	Daily from Jan.- June ,2018	- do -	0	Documents reviewed and certified w/in the day
5	Prepares Budget Execution Document,Budget Accountability Reports Monthly,Quarterly & year-end reports required by DBM ,COA,PASUC & CHED.	Prepared BED,Monthly,Quarterly and Year-End reports	Every 10 of the Month and 15 at the end of the Qtr and Year	10th of the Month and 14 at the end of the quarter	10th of the Month and 14 at the end of the quarter	- do -	0	Met the deadline set by 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	5th day of the month	Impressive	0	
7	Plans activities and supervises office staff.	Planned activities and supervised office staff.	Daily from Jan.- June ,2018	Daily from Jan.- June ,2018	Daily from Jan.- June ,2018	Impressive	0	
8	Attends to meetings/seminars	Attended meetings and seminars	various dates from Jan-June,2018	within Jan-June 2018	within Jan-June 2018	V Impressive	0	

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

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

Prepared by:



LOUELLA C. AMPAC
 Director of Finance

Exhibit L

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: Jan.,2018 Target Date: October, 2018

First Step: Send to Training & Workshop on Transitional Leadership in a Changing Environment.

Result:

Date: Jan, 2018 Target Date: November, 2018

Next Step: Attend the Philippine Public Sector Accounting Standards (PPSAS) and Revised Chart of Accounts (RCA)

Outcome: Developed skills and increased motivation through continuous update on work related trainings/workshops. Ability to collaborate with colleagues on best practices and knowledge dissemination on return to office.

Final Step/Recommendation:

Prepared by:
LOUELLA C. AMPAC
Unit Head

Conforme:
MYRNA S. PANCITO
Printed Name and Signature of Employee