



**Annex P**

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

Name of Administrative Staff:

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.89	70%	3.423
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.500
<b>TOTAL NUMERICAL RATING</b>			<b>4.92</b>

TOTAL NUMERICAL RATING: 4.92

Add: Additional Approved Points, if any: 0

TOTAL NUMERICAL RATING: 4.92

FINAL NUMERICAL RATING 4.92

ADJECTIVAL RATING: Outstanding

Prepared by:

DAHLIA R. ARPOCEPLE  
Name of Staff

Reviewed by:

QUEEN-EVER Y. ATUPAN  
Department/Office Head

Recommending Approval:

RYSAN C. GUINOCOR  
Dean/Director

Approved:

ELWIN JAY V. YU  
Vice President



**CASH OFFICE**

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Website: www.vsu.edu.ph  
Phone: +63 53 565 0600 Local 1011

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

Approval:

Ratee

QUEEN-EVER Y. ATUPAN

Head of Unit

07/25/2024

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
<b>UGAS5. SUPPORT TO OPERATIONS</b>										
<b>VPAF STO 1: ISO aligned management and administrative support services</b>										
<b>ASO STO 1: ISO 9001:2015 aligned documents and compliant processes</b>										
ASO/ STO 1:	ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	Fast, Efficient & customer friendly frontline service	95% of clients rated services as very satisfactory or higher	100%	5	5	4	4.67	
		PI. 3 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor	Monitor the filing of communications, evidences and reports for ISO audit purposes.	100% ISO compliant evidences readily available	100%	5	5	5	5.00	
<b>VPAF STO 2: FREEDOM OF INFORMATION (FOI) ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS</b>										
<b>VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS</b>										
ASO STO 3:	ARTA aligned frontline services	PI. 9 Efficient & customer friendly frontline service	Responsive and Facilitative to clients request	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5.00	
<b>VPAF STO4: INNOVATIONS &amp; BEST PRACTICES</b>										



No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
ODAS STO 3:	Innovations	PI. 11. Number of new systems/innovations/proposals introduced and implemented	Assist in the implementation and operation of posting of bank advices through the new features of the Landbank EMDS	1 new system	1 new system - Landbank EMDS	5	5	5	5.00	
ODAS STO 4:	New Best Practices Development Services	PI. 13. Number of seminars/trainings attended	Attendance in seminars/trainings.	1 seminar/training	5 seminars/trainings attended	5	5	5	5.00	
<b>UMFO6: General Administrative and Support Services (GASS)</b>										
<b>VPAF GASS 1: Administrative and Support Services Management</b>										
ASO GASS 1:	Administrative and Support Services	PI. 15 Number of administrative services and financial/ administrative documents acted within time frame	Preparation, encoding and printing of communications and documents requested by clients	20 requests/administrative documents	Prepared 25 requests/ administrative documents	5	5	5	5.00	
		PI 17: Number of ManCom Meetings attended	Attendance in Staff meetings	5 Staff meetings attended	6 Staff meetings attended	5	5	5	5.00	
		PI. 18 No. of linkages with external agencies maintained	Maintain a good working relationship and linkage with Landbank, COA and other agencies	4 Linkages (COA, BOT, LBP, Philhealth, GSIS, HDMF, Palawan Pawnshop, Cebuana Lhuillier)	8 Linkages (COA, BOT, LBP, Philhealth, GSIS, HDMF, Palawan Pawnshop, Cebuana Lhuillier)	5	5	5	5.00	
<b>ASO GASS 3.4: Collection and Disbursement Services</b>										
CASH MFO1	Administration Support Services & Management	PI1. Number of communications prepared for bank updating and other cash transactions	Prepare communications to Landbank	100 communications	Prepared 206 ADA for Landbank.	5	5	4	4.67	

[illegible]



Average Rating (Total Over-all rating divided by 15)	4.89	
Additional Points:	-	
Approved additional points(with copy of approval)	-	
FINAL RATING	4.89	
ADJECTIVAL RATING	OUTSTANDING	

Comments & Recommendations for Development Purpose:

Keep up the good work! Attend trainings for skills development and career growth.

Evaluated & Rated by:

**QUEEN-EVERY Y. ATUPAN**

Head, Cash Office

Date: 07/25/2024

Recommending Approval:

**RYSAN C. GUINOCOR**

Director, Administrative Services

Date: 07/25/2024

Approved by:

**ELWIN JAY V. YU**

Vice President for Admin & Finance

Date: 07/26/2024

1 - Quality    2 - Efficiency    3 - Timeliness    4 - Average

# PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: CASH OFFICE

Head of Office: QUEEN-EVER Y. ATUPAN

Number of Personnel: 13

/	1st	Q U A R T E R
/	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>  Follow up status of tasks assigned to each staff.  Monitor NCA balances and estimated payables to ensure 100% Utilization of Budget	Daily one on one with staff when needed.  Weekly and as needed	Conducts staff meetings to update every one with the new issuances and needed innovations and to discuss problems, concerns and solutions to improve services. (Feb 8, May 10, March 22, etc.)	Notice of meetings		Daily or weekly monitoring and follow ups needed to accomplish desired outputs.
<b>Coaching</b>  Ask the staff in charge of reports preparation to come up and implement the best possible ways to submit all the reports before deadlines with complete supporting documents.	Coaching one on one daily or weekly and as needed.	Conducts group briefings/meetings as to how to manage all the assigned tasks.			Assessment of each work assignments is needed to cope with the high work demands despite the limited manpower.

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

QUEEN-EVER Y. ATUPAN  
Immediate Supervisor

Noted by:

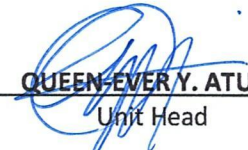
ATTY. RYSAN C. GUINOCOR  
Next Higher Supervisor

# TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	
<b>Cash MFO 3 FINANCIAL MANAGEMENT: CASH MANAGEMENT</b>								
3.1 Disbursement Services	1. Prepares and generate checks for payment of all university transaction w/ processed approved documents.	Q.Y.Atupan, V. Valenzona, M.Mendoza, D. Arpoceple, K.Sendrome, J. Baslan, L. Dy, F.L. Dajao, L.Ampac, R.Guinocor, DL Tan & E.Tulin	Jan 1-June 30, 2024					Daily
	2. Prepares, generates PACS, LDDAP, & ACIC w/ processed approved documents for submission to LBP	Q.Y.Atupan, V. Valenzona, M.Mendoza, M. Oppura, D. Arpoceple, K.Sendrome, J. Baslan, L. Dy, F.L. Dajao, L.Ampac, R.Guinocor, DL Tan, N.Bello and E.Tulin	Jan 1-June 30, 2024					Daily
	3. Release and pay checks to payees.	PBL Urdaneta, K. Sendrome, J.Baslan, L.Dy, M. Oppura & Q. Atupan	Jan 1-June 30, 2024					Daily
3.2 Collection Services	1.Collects and receives payment of university income	C.Sacro, V.Valenzona, F. Calunangan, C. Mendez Q.Y.Atupan D. Arpoceple	Jan 1-June 30, 2024					Daily
	2.Prepare deposit slip & deposit intact to LBP	C.Sacro, V.Valenzona, Q.Y.Atupan	Jan 1-June 30, 2024					Daily
	3.Verifies fund transfer from other	QY Atupan, C.Sacro,	Jan 1-June					As needed

	sponsoring agencies	V. Valenzona	30, 2024					
3.3 Financial Reports	1. Prepares, generates and binds ROC, RCIC, RCD, RADAI and other reports for submission to Accounting Office and COA.	Q.Y.Atupan, V. Valenzona, M.Mendoza, D. Arpoceple, K.Sendrome, J. Baslan, L. Dy, F.L.Dajao, M.Oppura, M. Cayunda, F.Calunangan, C. Mendez & C.Sacro,	Jan 1- June 30, 2024					Daily, weekly and monthly
3.4 Student Services	1.Review and sign clearances from students	Celso F. Sacro J. Baslan, Q. Atupan, L. Dy, M. Oppura, FL Dajao, K.Sendrome	Jan 1- June 30, 2024					Mid-Term & Finals and as needed

Prepared by:

  
**QUEEN-EVER Y. ATUPAN**  
 Unit Head



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Dahlia R. Arpoceple  
Performance Rating: 4.89

Aim: Ensure 100% NCA Utilization

Proposed Interventions to Improve Performance:

Date: January 01, 2024 Target Date: March 31, 2024

First Step: Closely monitor NCA Utilization.

Result: Attained 100% NCA Utilization for the First Quarter of CY 2024.

Date: April 01, 2024 Target Date: June 30, 2024

Next Step: Continue to closely monitor the NCA Utilization and encourage her to also update her book daily.

Outcome: 100% NCA Utilization for the Second Quarter was achieved and books were updated for COA Audit.

Final Step/Recommendation:

Keep up the good work! Attend trainings for skills development and career growth.

Prepared by:

QUEEN-EVER Y. ATUPAN  
Unit Head

Conforme:

DAHLIA R. ARPOCEPLE  
Name of Ratee Faculty/Staff





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January – June 2024

Name of Staff: Dahlia R. Arpocele

Position: 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		60				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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		5.00				
Overall recommendation: Keep up the good work! Attend trainings for skills development and career growth.						

  
**QUEEN-EVER Y. ATUPAN**  
 Immediate Supervisor