



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

**Annex P**

Name of Administrative Staff: Queen-Ever Y. Atupan

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.96	70%	3.472
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.500
<b>TOTAL NUMERICAL RATING</b>			<b>4.97</b>

TOTAL NUMERICAL RATING: 4.97  
Add: Additional Approved Points, if any: 0  
TOTAL NUMERICAL RATING: 4.97

FINAL NUMERICAL RATING 4.97

ADJECTIVAL RATING: Outstanding

Prepared by:  
QUEEN-EVER Y. ATUPAN  
Name of Staff

Reviewed by:  
RYSAN C. GUINOCOR  
Dean/Director

Approved:

REMBERTO A. PATINDOL  
Vice President for Admin. & Finance

"Exhibit B"

**Visayas State University  
Baybay City, Leyte**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)**

I, QUEEN-EVER Y. ATUPAN, Head of the Cash Division commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period Jan 1 to June 30, 2021.

  
**QUEEN-EVER Y. ATUPAN**

Ratee

Date:

Approved:

  
**RYSAN C. GUINOCOR**

OIC, Director for Administration

Date: 29 JUL 2021

MFO & PAPs		Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark	
						Quality	Efficiency	Timeliness	Average		
UGAS5. SUPPORT TO OPERATIONS											
OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS											
ODAS/HRM 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	Facilitated and Accomodated various requests and inquiries from clients.	95% of clients rated services as very satisfactory or higher	100% of clients rated services as very satisfactory or higher	5	5	5	5.00		
		PI.2 Number of quality procedures revised/updated and registered at QAC	Reviewed and revised existing quality procedures and citizen's charters	3 quality procedures revised and registered	3 quality procedures revised and registered	5	5	5	5.00		

		<b>PI. 3</b> Number of administrative processes implemented in accordance with existing approved quality procedures	Implement processes in accordance with existing approved QPs.	3 processes implemented according to QP	3 processes implemented according to QP	5	5	5	5.00	
		<b>PI. 4</b> Number of Reports submitted to COA	Prepare Monthly Accountability Reports for checks. Review and sign all daily/weekly financial reports to be submitted to COA.	100 COA reports	290 COA Reports	5	5	4	4.67	
		<b>PI. 5</b> Percentage updating of students' payment using Cumulus	Manage the updating and posting of payments from students. Coordinate with various colleges with regards to student account balances.	100% monthly updating and posting of payments using the Cumulus System	100% monthly updating and posting of payments using the Cumulus System	5	5	5	5.00	
		<b>PI.7</b> Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor	Monitor filing of communications, evidences and reports for ISO audit purposes.	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	5	5	5	5.00	



**VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS**

<b>ODAS/HRM STO 3:</b>	<b>ARTA aligned frontline services</b>	<b>PI. 9</b> Efficient & customer friendly frontline service	Responsive & Facilitative to Clients Requests	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5.00	
----------------------------	--	---	---	---	---	---	---	---	------	--

**VPAF STO4: INNOVATIONS & BEST PRACTICES**

<b>ODAS/HRM STO 4:</b>	<b>Innovations &amp; new Best Practices Development Services</b>	<b>PI. 10.</b> Number of new systems/innovations/proposal s introduced and implemented	Preparing & submitting monthly NCA utilization and estimates to ODAS for decision making.	1 new system;	5 new system;	5	5	5	5.00	1. Created the Office Back up File server for important files; 2. Implemented strictly the Expanded MDS Disb.System; 3. Implemented the Online Application and Renewal of Bonds; 4. Monthly Monitoring of Capital Outlay Projects status and Accomplishments. 5. Monthly ODAs enhanced joint team efforts to closely monitor the NCA Balances to Improve the Budget Utilization of the University.
----------------------------	--	---	--	---------------	------------------	---	---	---	------	--

**UMFO6: General Administrative and Support Services (GASS)****VPAF GASS 1: Administrative and Support Services Management**

ODAS/HRM GASS 1:	Administrative and Support Services	<b>PI. 17</b> Number of administrative services and financial/ administrative documents acted within time frame	Review and sign requests, documents, clearances, readmission and request to open an account with Landbank.	800 requests/administrative documents (clearances, readmission, open bank accounts, etc.)	1,269 requests/administrative documents (clearances, readmission, open bank accounts, etc.)	5	5	5	5.00	
		<b>PI. 18</b> No. of linkages with external agencies maintained	Maintain a good working relationship and linkages with COA, BTR, LBP, Remittance agencies, GSIS, Philhealth, Pag-ibig, suppliers and service	5 Linkages (COA, BTR, LBP, Philhealth, GSIS)	10 Linkages (COA, BTR, LBP, Philhealth, GSIS, DBM, HDMF, BOT, CHED, VISCO, etc.)	5	5	5	5.00	
		<b>PI.20</b> No. of Man Com meetings attended and staff meetings presided and counselling sessions among staff conducted	Attended management meetings and trainings to develop and improve offered services. Preside monthly meeting for cash office.	6 Mancom meetings attended 6 staff meetings presided 6 coaching sessions conducted	6 Mancom meetings attended 6 staff meetings presided 10 coaching sessions conducted	5	5	5	5.00	

		PI.7 Number of Management Reports prepared for Procurement, planning purposes and ISO audit evidence.	Prepare OTP, WFP,ROAM,NEIPs, Strategic Plan, OTP Monitoring, OPCRs, IPCRs, PPMP, PRs etc.	10 reports	15 reports	5	5	5	5.00	
		PI.7 Number of Office Monthly Accomplishment Report, Quarterly Accomplishment Report and Annual Reports prepared for Management monitoring and planning purposes	Prepare office Monthly Accomplishment Report, Quarterly Report and Annual Report	7 reports	10 reports	5	5	5	5.00	
<b>ODAS/HRM GASS 4: Cashiering Services</b>										
CASH MFO1	Administration Support Services & Management	PI1. Number of communications prepared for bank updating and other cash transactions	Prepared communications and emails to BTR, Landbank,DOF, various supplies and service providers.	50 communications	329 communications	5	5	5	5.00	
		PI2. Number of monthly monitoring of NCA utilization per expense accounts prepared and submitted to management for decision making	Prepare and review data for the monthly Estimate of NCA Balances and Utilization submitted to management for decision making	6 monitoring	10 monitoring	5	5	5	5.00	



CASH MFO2	Disbursement /Processing	PI1. Number of approved vouchers and payrolls acted within prescribed period and error free	Review and sign vouchers and payrolls and facilitate the preparation of PACCs and checks.	1,750 approved payrolls/ vouchers	7,309 approved payrolls/ vouchers	5	5	5	5.00	
		PI2. Number of checks, LDDAP, ACIC and PAC'S issued and released within three days	Review and sign checks, LDDAP, ACIC and PAC'S. Monitor and facilitate the order and request for additional check booklets for all funds.	1,500 checks; 7,000 entries of LDDAP and PACS	3,292 checks; 9,566 entries of LDDAP and PACS	5	5	5	5.00	
		PI3. Number of Cash advances and Petty Cash Fund Maintained/facilitated for University Cash Disbursements.	Review and sign petty cash replenishment and liquidation reports. Facilitate and handle cash advances for University Program and activities as needed and prepare liquidation reports.	4 cash advance/Petty Cash Funds	7 cash advance/Petty Cash Funds	5	5	5	5.00	

CASH MFO3	Financial reports preparation	PI1. Number of daily/monthly financial reports of all funds prepared, consolidated, approved and submitted to accounting office with complete supporting document within the prescribe time, error free.	Review and sign daily/monthly financial reports of all funds and review all the attached vouchers and supporting documents, to be submitted to Accounting office.	300 daily/weekly reports 60 monthly reports	571 daily/weekly reports 92 monthly reports	5	5	4	4.67	
CASH MFO4	Collection Services	PI1. Number of official receipts issued for collection	Monitor and supervise the collection and issuance of official receipts. Requests snapshots and bank statements. Manages collection flow and request additional staff for collection and security officers to manage the crowd when needed during peak season.	2,500 official receipts issued	7,771 official receipts issued	5	5	5	5.00	
		PI1. Number of deposits of daily collection following COA rules to be deposited intact on the following working day.	Monitored and reviewed daily deposits and collection reports making sure that all collection is deposited intact on the following	250 deposits	2,442 deposits	5	5	5	5.00	



CASH MFO5	Student Services	<b>PI1.</b> Number of students records of accounts maintained, validated and updated for college and high school students	<p>Monitor and supervise the updating of students records and validation of account balances including the sending of demand letters to old accounts balances.</p> <p>Signed Report of Student account receivable and other reports related to students' accounts. Review the breakdown of accounts receivable as attachment to the Quarterly Report of Receivables.</p>	7000 students 10,000 old accounts	15,017 college students for 2 semesters, 417 HS and 23,209 old accounts	4	5	5	4.67	
		<b>PI2.</b> Number of Quarterly Reports of Accounts Receivable, Monthly Report of Collection (per School Year) and Breakdown of Assessment per semester prepared.	Monitor preparation of reports. Review and sign the reports before submission.	43 reports	106 reports	5	5	5	5.00	
		<b>PI2.</b> Number of students temporary clearance and statement of accounts prepared and printed.	Monitor preparation of temporary clearance. Review and sign the statement of accounts.	5,000 students	7,987 students	5	5	5	5.00	

							Comments and Recommendations for Development Purpose:
							Request CSC to conduct special SDC course for VSU heads.
Total Over-all Rating						119.01	
Average Rating						4.96	
Adjectival Rating							

Evaluated and Rated by:

  
**RYSAN C. GUINOCOR**

OIC, Director for Administration

Date: 29 11 2021

Recommending Approval:

  
**REMBERTO A. PATINDOL**

Vice-President for Admin and finance

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

Approved:

  
**REMBERTO A. PATINDOL**

Vice-President for Admin and finance

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

1- Quality

2- Efficiency

3- Timeliness

4- Average



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2021

Name of Staff: Queen-Ever Y. Atupan Position: Supervising Administrative Officer

**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	25				
Average Score	5.00				

Overall recommendation : Request CSC to conduct special SDG course for VCU heads.

  
**RYSAN C. GUINOCOR**  
Printed Name and Signature  
OIC, Director for Administration

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Queen-Ever Y. Atupan

Performance Rating: 4.96

Aim: To develop leadership competencies

Proposed Interventions to Improve Performance:

Date: January 1, 2021 Target Date: March 31, 2021

First Step: Mentor her and guide her to have vision for her office thru conduct of strategic planning work

Result: Came up with a strong vision compelling enough to guide the office in action planning.

Date: April 30, 2021 Target Date: June 30, 2021

Next Step: Send her to attend Supervisory Development Course.

Outcome: None due to pandemic and absence of training schedule by CSC.

Final Step/Recommendation:

Request CSC to conduct special SDC course for VSU heads.

Prepared by:

  
RYSAN C. GUINOCOR  
OIC Director, ODAS

Conforme:

  
QUEEN-EVER Y. ATUPAN  
Name of Ratee Faculty/Staff