



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Dahlia R. Arpoceple

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.94	70%	3.458
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.500
TOTAL NUMERICAL RATING			4.96

TOTAL NUMERICAL RATING: 4.96
Add: Additional Approved Points, if any: 0
TOTAL NUMERICAL RATING: 4.96

FINAL NUMERICAL RATING 4.96

ADJECTIVAL RATING: Outstanding

Prepared by: *Dahlia R. Arpoceple*
DAHLIA R. ARPOCEPLE
Name of Staff

Reviewed by: *Queen-Every Y. Atupan*
QUEEN-EVERY Y. ATUPAN
Department/Office Head

Recommending Approval:

Rysan C. Guinocor
RYSAN C. GUINOCOR
Dean/Director

Approved:

Daniel Leslie S. Tan
DANIEL LESLIE S. TAN
Vice President


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **DAHLIA R. ARPOCEPLE**, an administrative staff of the **CASH 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 of **JANUARY 1 to JUNE 30, 2023**.

Approval:


DAHLIA R. ARPOCEPLE
 Ratee


QUEEN-EVER Y. ATUPAN
 Head of Unit


No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
UGAS5. SUPPORT TO OPERATIONS										
OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS										
ODAS 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% of clients rated services as very satisfactory or higher	5	5	5	5.00	
		PI. 2 Number of administrative processes implemented in accordance with existing approved quality procedures	Implement processes in accordance with existing approved QPs	2 processes implemented according to QP	2 processes implemented according to QP	5	5	5	5.00	
		PI. 3 Number of Reports submitted to COA	Submit reports of checks issued (soft and hard copies) as requested	20 COA reports	63 reports	5	5	4	4.67	
		PI. 4 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor	Preparation and filing of evidences	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	5	5	5	5.00	

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
OVPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS										
ODAS STO 3:	ARTA aligned frontline services	PI. 9 Efficient & customer friendly frontline service	Customer friendly frontline service	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5.00	
OVPAF STO4: INNOVATIONS & BEST PRACTICES										
ODAS STO 4:	Innovations & new Best Practices Development Services	PI. 10. Number of new systems/innovations/proposals introduced and implemented	Preparation of documents needed.	1 new system	6 new system	5	5	5	5.00	
UMFO6: General Administrative and Support Services (GASS)										
OVPAF GASS 1: Administrative and Support Services Management										
ODAS GASS 1:	Administrative and Support Services	PI. 17 Number of administrative services and financial/ administrative documents acted within time frame	Preparation, encoding and printing of communications and documents requested by clients	25 requests/ administrative documents (transfer of payments to other bank accounts, etc.)	35 requests/ administrative documents (transfer of payments to other bank accounts, etc.)	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	3 Linkages (COA, BOT, LBP, Philhealth, GSIS, HDMF)	8 Linkages (COA, BOT, Ched, LBP, Philhealth, GSIS, HDMF, Leyeco, etc.)	5	5	5	5.00	
		PI. 20 No. of Man Com meetings attended and staff meetings presided and counselling sessions among staff conducted	Preparation, encoding and printing of Notice of Meeting	6 staff meetings	6 staff meetings	5	5	4	4.67	
		PI.21 Number of Management Reports prepared for Procurement, planning purposes and ISO audit evidence (OTP, WFP,OTP,etc)	Preparation, encoding and printing of reports	1 report	2 reports	5	5	5	5.00	


[illegible]

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
Average Rating (Total Overall rating divided by 17)		4.94	Comments & Recommendations for Development Purpose: Attend skills enhancement training especially on CoA accounting related courses.							
Additional Points:										
Punctuality										
Approved additional points(with copy of approval)										
FINAL RATING		4.94								
ADJECTIVAL RATING		Outstanding								

Evaluated & Rated by:


QUEEN-EVER Y. ATUPAN
Dept./Unit Head
Date: _____

Recommending Approval:


RYSAN C. GUINOCOR
Director, Administrative Services
Date: _____

Approved by:


DANIEL LESLIE S. TAN
Vice President for Admin. & Finance
Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2023

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. 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	5.00				

Overall recommendation : Keep up the good work! Recommended for promotion.


 QUEEN EVERY Y. ATUPAN
 Printed Name and Signature
 Head of Office

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Dahlia R. Arpoceple
Performance Rating: 4.94

Aim: 100% NCA Utilization & Updated Check Disbursement Record for CY 2023

Proposed Interventions to Improve Performance:

Date: January 1, 2023 Target Date: March 31, 2023

First Step: Instruct her to use the New COA Check Disbursement Record to monitor disbursements.

Result: Disbursement Record was maintained and updated

Date: April 1, 2023 Target Date: June 30, 2023

Next Step: Mentor her to monitor closely the NCA balances to ensure the proper disbursement of funds and 100% NCA utilization.

Outcome: 100% NCA utilization for the second quarter was achieved.

Final Step/Recommendation:

Attend skill enhancement training especially on COA accounting related courses.

Prepared by:


QUEEN EVER L. ATUPAN
Unit Head

Conforme:


DAHLIA R. ARPOCEPLE
Name of Ratee Faculty/Staff