



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

**Annex P**

Name of Administrative Staff: **SUSAN VALENCERINA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.69	70%	3.28
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.42	30%	1.33
<b>TOTAL NUMERICAL RATING</b>			<b>4.61</b>

TOTAL NUMERICAL RATING: **4.61**


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: \_\_\_\_\_


FINAL NUMERICAL RATING **4.61**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

  
**SUSAN VALENCERINA**  
Adm. Aide III

Reviewed by:

  
**NICK FREDDY R. BELLO**  
OIC-Head, Accounting Office

Recommending Approval:

  
**LOUELLA C. AMPAC**  
Director, Financial Management Office


Approved:

  
**EDGARDO E. TULIN**  
Vice President for Administration and Finance


# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (PCR)

I, **Susan M. Valencerina**, staff of the Accounting Office commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **July 1 to December 31, 2023**.

Prepared by:

  
**SUSAN M. VALENCERINA**  
 Ratee  
 Date: January 12, 2024

Approved:

  
**NICK FREDDY R. BELLO**  
 Head of Unit  
 Date: January 12, 2024

**Rating Equivalents:**  
 5 - Outstanding  
 4 - Very Satisfactory  
 3 - Satisfactory  
 2 - Fair  
 1 - Poor

MFO & PAPs	Success Indicators	Task Assigned	Jan-Dec. 2023 Target	Percentage of accomplishment	Details of Accomplishment	Rating				Remarks
						Q¹	E²	T³	A⁴	
UMFO5: SUPPORT TO OPERATIONS										
Acctg MFO1: ISO 9001:2015 aligned documents										
	PI1. Number of quality procedures prepared/revised	Maintan quality procedure	1	1	100%	5	4	5	4.67	
Acctg MFO2: Innovation & best practices services										
	PI2. Number of innovation for improved university operations	Maintain using HRIS New Payroll System	1	1	100%	5	5	5	5.00	continue using HRIS payroll system
	PI3. Number of best practices achieved	Upload files to google drive	1	1	100%	5	4	5	4.67	continue uploading files on google drive
UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES										
Acctg MFO1: Administration Support Services & Management										
	PI1. Customer Friendly Frontline Service	Served clients with courtesy; immediate response to client needs and inquiries	100% no complain	100%	100% no complain	5	5	5	5.00	No complain received
	PI2. Number of external linkages for improved financial management developed/maintained	Maintain relationship with external linkages	2	100%	2	5	5	5	5.00	COA and Concessionaire
	PI3. Percentage of NCs received and acted upon	Practice ISO Requirements	0	100%	Zero NCs	5	5	5	5.00	NO NCs Received
	PI4. Percentage of CARs received and acted upon	Practice ISO Requirements	0	100%	Zero CARS	5	5	5	5.00	NO CARs Received
Acctg MFO3: Bookkeeping Services										
	Number of staff deducted from salary.	Prepared billings and balances of electricity, garbage,water and housing of VSU staff for salary deductions	3,200	51%	1,635	5	4	5	4.67	Billings and reports prepared



Number of posted bills and payments of electricity garbage,water and housing of VSU staff, dormitories and concessionaires	Posted monthly electric garbage,water and housing of VSU staff, dormitories and concessionaires to the individual ledgers	5,500	51%	2,805	5	4	5	4.67	Accounts posted
Number of payments from staff remittance and from report of collection and IGP collections	Posted monthly payments of electricity,garbage, water & housing of VSU staff, and concessionaires	2,750	50%	1,385	5	4	5	4.67	Accounts posted
Number of Staff Repaired and Maintenance offsetted from their housing deduction	Prepared Staff housing Repaired & Maintenance, offsetted to their housing deduction.	150	57%	85	5	4	5	4.67	Reports prepared
Number of monthly Financial Reports prepared within the mandated time	Prepared supporting documents for monthly financial reports to be submitted to COA	3,500	52%	1,825	5	4	4	4.33	Supporting documents prepared
Number of Quarterly Financial Reports prepared within the mandated time.	Prepared supporting documents for quarterly financial reports to be submitted to COA	4,500	51%	2,290	5	4	4	4.33	Supporting documents prepared
Number of Prepared Balances of Concessionaires	Prepared Monthly Balances of IGP.	1,500	55%	825	4	4	4	4.00	Monthly reports prepared
Number of Statement of Accounts sent to consumers.	Prepared Statement of Accts.	75	56%	42	4	4	4	4.00	Statement of Accounts prepared
Number of Clearances signed.	Signed Clearances of End and Renewal of Contract, Retirement, Resignation, Study or Maternity Leave	70	64%	45	5	5	5	5.00	Various clearance processed
Number of bill numbers for all kinds of billings	Assigned numbers to all kinds of billings	425	71%	302	5	5	5	5.00	Various billings numbered
<b>Total Over-all Rating</b>					<b>83</b>	<b>75</b>	<b>81</b>	<b>79.67</b>	

Average Rating (Total Over-all rating divided by # of entries)			<b>4.69</b>
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
<b>FINAL RATING</b>			<b>4.69</b>
<b>ADJECTIVAL RATING</b>			<b>Outstanding</b>

**Comments & Recommendations for Development Purpose:**

*Attend training on Accounting related Activities*

Evaluated and Rated by:

**NICK FREDDY R. BELLO**

OIC-Head, Accounting Office

Date: January 12, 2024

1 - quality

2 - efficiency

Recommending Approval:

**LOUELLA C. AMPAC**

Director, Financial Management Office

Date: 1/16/24

3 - timeliness

Approved:

**EDGARDO E. TULIN**

Vice Pres. for Admin and Finance

Date: 1/16/24





### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2023

Name of Staff: SUSAN M. VALENCERINA

Position: Adm. 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		53				



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		N/A				
Average Score		4.42				

Overall recommendation : Recommended for promotion

  
**NICK FREDDY R. BELLO**  
 OIC-Head, Accounting Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: SUSAN M. VALENCERINA

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

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

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

First Step:

Attend Relevant Training on Accounting related services

Result

Improved performance

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

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


Next Step:

Recommended for Promotion


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

Final Step/Recommendation:

Prepared by:

  
**NICK FREDDY R. BELLO**  
Immediate Supervisor

Conforme:

  
**SUSAN M. VALENCERINA**  
Name of Ratee Faculty/Staff