



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Valerie C. Valenzona

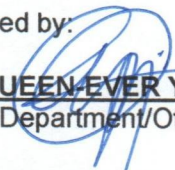
Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.94	70%	3.458
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
TOTAL NUMERICAL RATING			4.93

TOTAL NUMERICAL RATING: 4.93
Add: Additional Approved Points, if any: 0
TOTAL NUMERICAL RATING: 4.93

FINAL NUMERICAL RATING 4.93



ADJECTIVAL RATING: Outstanding


Prepared by: 
VALERIE C. VALENZONA
Name of Staff


Reviewed by: 
QUEEN EVER Y. ATUPAN
Department/Office Head

Recommending Approval:

Approved:


RYSAN C. GUINOCOR
Dean/Director

EDGARDO E. TULIN
Vice President


VALERIE C. VALENZONA
Ratee
28/24

Approval: 
QUEEN-EVERY Y. ATUPAN
Head of Unit
2/8/20

No.	MFOs/PAPs	Success Indicators	Task 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	95% of clients rated services as very satisfactory or higher	4	5	5	4.67	
		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	Preparation and Submission of Report of Check Issued and Cancelled (RCIC), Report of Advice to Debit Account Issued (RADAI) & Summary List of Check Issued (SLCI) under Regular Agency Fund to COA.	January-March 2023 : 3 RCIC reports; 12 RADAI reports; 3 SLCI reports	3 RCIC reports; 56 RADAI reports; 3 SLCI reports	5	5	5	5.00	
		PI.4 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor	Preparation and filling of evidences	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	5	5	5	5.00	
OVPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS										
ODAS STO 3:	ARTA aligned frontline services	PI. 9 Efficient & customer friendly frontline service	Fast, Efficient & 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										

No.	MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
ODAS STO 4:	Innovations & new Best Practices Development Services	PI. 10. Number of new systems/innovations/proposals introduced and implemented	Implement the new system to further improve disbursement services	1 new system	1 new system	5	5	5	5.00	
UMFO6: General Administrative and Support Services (GASS)										
VPAF 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	6 requests/ administrative documents	6 requests/ administrative documents	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	8 Linkages (COA, BOT, LBP, Philhealth, GSIS,HDMF, Palawan, Cebuana)	8 Linkages (COA, BOT, LBP, Philhealth, GSIS,HDMF, Palawan, Cebuana)	5	5	5	5.00	
		PI.20 No. of Man Com meetings attended and staff meetings presided and counselling sessions among staff conducted	Attend monthly staff meeting	6 staff meeting	6 staff meeting	5	5	5	5.00	
		PI.21 Number of Management Reports prepared for Procurement, planning purposes and ISO audit evidence (OTP, WFP,OTP,etc)	Consolidates, encodes and prints IPCRs with supporting documents	4 reports	4 reports	5	5	4	4.67	
ODAS GASS 4: Cashiering Services										
CASH MFO1	Administration Support Services & Management	PI1. Number of communications prepared for bank updating and other cash transactions	Preparation and printing of communications and documents requested by clients	6 requests/ (communications to LBP for the closed accounts,etc.)	6 requests/ (communications to LBP for the closed accounts,etc.)	5	5	5	5.00	
		PI2. Number of monthly monitoring of NCA utilization per expense accounts prepared and submitted to management for decision making	Preparation and submission of monthly monitoring of NCA utilization per expense accounts	3 monitoring (for the period Jan.- Mar. 2023)	3 monitoring	5	5	5	5.00	

No.	MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
CASH MFO2	Disbursement /Processing	PI1. Number of approved vouchers and payrolls acted within prescribed period and error free	Conduct a final review of vouchers & payrolls as to completeness of signatures and attachments	1,500 approved payrolls and vouchers	2,019 approved payrolls and vouchers	5	5	5	5.00	
		PI2. Number of checks, LDDAP, ACIC and PAC'S issued and released within three days	Preparation, encoding and printing of checks, PACS, LDDAP and ACIC	January-March 2023: 150 checks; 100 entries of LDDAP-ADA; 1,500 entries of PACS	287 checks; 183 entries of LDDAP-ADA; 3,261 entries of PACS	5	5	5	5.00	
		PI3. Number of Purchase Orders paid	Conduct a final review of the purchase order as to completeness of signatures and attachments	50 Purchase Orders	102 Purchase Orders	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.	Report preparation, encoding and printing of RCIC, RADAI, SLCI for Regular Agency Fund (General Fund 101) and RAAF	January-March 2023 : 3 RCIC reports; 12 RADAI reports; 3 SLCI reports Jan.-Nov. 2023 : 5 RAAF reports	3 RCIC reports; 56 RADAI reports; 3 SLCI reports; 5 RAAF reports	5	5	4	4.67	
CASH MFO4	Collection Services	PI1. Number of official receipts issued for collection and posted in the system.	Collect fees and issue official receipts to students and clients	1,000 official receipts issued	15,687 official receipts issued	5	5	5	5.00	
		PI2. Number of deposits of daily collection following COA rules to be deposited intact on the following working day.	Prepare deposit slips and deposit intact daily collection the next banking day	250 deposits	1,044 deposits	5	5	5	5.00	
Total Over-all Rating			89.00	Comments and Recommendations for Development Purpose: <i>Recommended her for higher position.</i>						
Average Rating			4.94							
Additional Points:										
Punctuality										
Approved additional points (with copy of approval)										
FINAL RATING			4.94							
ADJECTIVAL RATING			Outstanding							

Evaluated and Rated by:


QUEEN EVER Y. ATUPAN

Unit Head

Date: 2/8/24

Recommending Approval:


RYSAN C. GUINOCOR

Director for Administrative Services

Date: 2/8/24

Approved by:


EDGARDO E. TULIN

Vice President for Admin. & Finance

Date: 2/19/24

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2023

Name of Staff: Valerie C. Valenzona Position: Administrative Officer I

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

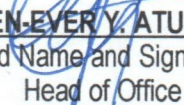
Vision:
Mission:

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



12. Willing to be trained and developed	5	4	3	2	1
Total Score	59				
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	4.92				

Overall recommendation : Recommend her for higher position.


QUEEN-EVER Y. ATUPAN
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Valerie C. Valenzona

Performance Rating: 4.94

Aim: To develop her leadership and supervisory skills.

Proposed Interventions to Improve Performance:

Date: July 01, 2023 Target Date: September 30, 2023

First Step: Recommend her to attend the POAP Supervisory Skill Enhancement Seminar.

Result: She was able to determine her area of improvement and apply her learnings.

Date: October 01, 2023 Target Date: December 31, 2023

Next Step: Mentor her to adjust to different personalities and to promote team work among co-workers.

Outcome: She was able to improve her leadership skills.

Final Step/Recommendation:

Recommend her for higher position.

Prepared by:

QUEEN-EVER Y. ATUPAN
Unit Head

Conforme:

VALERIE C. VALENZONA
Name of Ratee Faculty/Staff