



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Valerie D. Circulado


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	4.92	30%	1.476
TOTAL NUMERICAL RATING			4.90

TOTAL NUMERICAL RATING: 4.90
Add: Additional Approved Points, if any: 0
TOTAL NUMERICAL RATING: 4.90


FINAL NUMERICAL RATING 4.90

ADJECTIVAL RATING: Outstanding

Prepared by: 
VALERIE D. CIRCULADO
Name of Staff

Reviewed by: 
QUEEN EVERY Y. ATUPAN
Department Office Head

Recommending Approval:


LOURDES B. CANO
Dean/Director

Approved:



REMBERTO A. PATINDOL
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (INCR)

I, **VALERIE D. CIRCULADO, Administrative Aide IV** 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 **JULY 1 to DECEMBER 31, 2020**.

Approval:


VALERIE D. CIRCULADO
Ratee


QUEEN-EVER Y. ATUPAN
Head of Unit

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
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	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	100%	4	5	5	4.67	
		PI.2 Number of quality procedures revised/updated and registered at QAC	Preparation, encoding and printing of cash office quality procedure	3 quality procedures revised and registered	3 quality procedures revised and registered	100%	5	5	5	5.00	
		PI. 3 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	100%	5	5	5	5.00	

No.	MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
		PI.7 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	100%	5	5	5	5.00	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS											
ODAS/HRM STO 3:	ARTA aligned frontline services	PI. 9 Efficient & customer friendly frontline service	Fast, Efficient & customer friendly frontline service	100% ISO compliant evidences readily	100% ISO compliant evidences readily available	100%	4	5	5	4.67	
VPAF STO4: INNOVATIONS & BEST PRACTICES											
ODAS/HRM STO 4:	Innovations & new Best Practices Development Services	PI. 10. Number of new systems/innovations/proposals introduced and implemented	Prepare Work Instruction in the preparation of checks payment for General Fund (Fund 101)	1 work instruction	1 work instruction	100%	5	5	5	5.00	
		PI.15 Number of draft Operations Manual and revised existing manual prepared	Participates in the drafting of the Cash Office Operation's Manual	1 operations manual for cash office	1 operations manual for cash office (draft)	100%	4	4	5	4.33	
UMFO6: General Administrative and Support Services (GASS)											
VPAF GASS 1: Administrative and Support Services Management											
ODAS/HRM 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	40 requests/administrative documents	50 requests/administrative documents	100%	5	5	5	5.00	

No.	MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
		PI. 18 No. of linkages with external agencies maintained	Maintain a good working relationship and linkage with Landbank, COA and other agencies	5 Linkages (COA, BTR, LBP, Philhealth, GSIS)	5 Linkages (COA, BTR, LBP, Philhealth, GSIS)	100%	5	5	5	5.00	
ODAS/HRM GASS 4: Cashiering Services											
CASH MFO1	Administration Support Services & Management	PI1. Number of communications prepared for bank updating and other cash transactions	Preparation, encoding and printing of communications and documents requested by clients		13 requests/ (communications to LBP for the closed accounts, etc.)	100%	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, encoding, printing and monthly monitoring of NCA utilization	6 monitoring	6 monitoring	100%	5	5	5	5.00	
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	3,000 approved payrolls and vouchers	3,615 approved payrolls and vouchers	120.50%	5	5	5	5.00	

No.	MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
		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	600 checks; 150 entries of LDDAP-ADA; 3,000 entries of PACS	757 checks; 417 entries of LDDAP-ADA; 4,747 entries of PACS	187.47%	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 for General Fund (Fund 101)	25 daily/weekly reports 6 monthly reports	59 daily/weekly reports 6 monthly reports	168%	5	5	4	4.67	
CASH MFO4	Collection Services	PI1. Number of official receipts issued for collection	Preparation, encoding and printing of Official Receipts	30 official receipts issued	33 official receipts issued	110%	5	5	5	5.00	
Total Over-all Rating				73.33	Comments and Recommendations for Development Purpose:						
Average Rating				4.89	Recommended for promotion. Attend skills development and management trainings for career advancement.						
Adjectival Rating				Outstanding							

Evaluated and Rated by:


QUEEN EVER Y. ATUPAN

Unit Head

Date : _____

Recommending Approval:


LOURDES B. CANO

Director for Administration

Date: _____

Approved:


REMBERTO A. PATINDOL

VP for Admin. and Finance

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2020

Name of Staff: Valerie D. Circulado Position: Administrative Aide IV

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	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 : Recommended for promotion. Attend skills development and management training for career advancement.


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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Valerie D. Circulado
Performance Rating: 4.89

Aim: Enhanced monitoring of NCA Balances and improved disbursements.

Proposed Interventions to Improve Performance:

Date: July 1, 2020 Target Date: September 30, 2020

First Step: Teach her to properly input transactions in the monthly NCA Monitoring Report and to check accurate balances.

Result: She was able to understand the proper posting of transactions in the report and was able to input accurate balances.

Date: October 1, 2020 Target Date: December 31, 2020

Next Step: Revised the monthly NCA Monitoring Report to further present it to users in a more comprehensive way and we added estimates for the whole quarter making it useful for users in giving sound management decisions.

Outcome: Monitoring of NCA Balances per month was further enhanced and disbursement services was improved.


Final Step/Recommendation:

Recommended for promotion. Attend skills development and management training for career advancement.

Prepared by:


QUEEN-EVER Y. ATUPAN
Unit Head

Conforme:


VALERIE D. CIRCULADO
Name of Ratee Faculty/Staff