

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

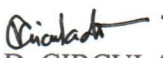
Name of Administrative Staff: VALERIE D. CIRCULADO

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
7. Numerical Rating per IPCR	4.82	4.82 x 70%	3.374
8. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.41	4.41 x 30%	1.323
TOTAL NUMERICAL RATING			4.70


TOTAL NUMERICAL RATING: 4.70
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.70

ADJECTIVAL RATING: OUTSTANDING


Prepared by:


VALERIE D. CIRCULADO
AA III

Reviewed by:


CORAZON U. NUEVO
Head, Cash Office

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

I, Valerie D. Circulado, 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 of January 1, 2019 to June 30, 2019

VALERIE D. CIRCULADO
Ratee

Approved: CORAZON U. NUEVO
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
ADMINISTRATION SUPPORT SERVICES & MANAGEMENT MFO 1	Customer Friendly Frontline Service	Responsive and facilitated clients request.	zero	zero	5	5	5	5	
DISBURSEMENT/ PROCESING MFO2	Percentage of funds disbursed with approved documents with customer satisfaction and error free.	Encoded check entries to BAUM	complaint	complaint	5	5	5	5	
		Generated Checks for Fund 164	1,900	1,925	5	5	5	5	
		Recorded checks issued to the corresponding Bank Cash Book	1,900	1,925	5	5	5	5	
		Updated/monitored balances of Bank cash book	6	6	5	5	4	4.67	
		Posted the assigned check number to the payrolls/vouchers.	1900	1,925	5	5	4	4.67	
		Encoded PACS for ATM payroll of Job Orders, Reimbursement and Cash Advance of employees under Fund 164.	3,000	3,205	5	5	4	4.67	
		Prepared summary for PACS.	50	70	5	5	4	4.67	
FINANCIAL REPORTS PREPARATION MFO3	Number of monthly financial reports of all funds prepared, consolidated, approved and submitted to accounting office with complete supporting document within the prescribe time, error free.	Prepared Report of check Issued & Cancelled for fund 164	90	92	5	5	4	4.67	
		Cross checked paid vouchers/payrolls against the cash book	4,900	4,976	5	5	4	4.67	
		Stamped "Paid to paid vouchers & payrolls of the assigned funds.	4,900	4,976	5	5	4	4.67	
COLLECTION SERVICES MFO4	Percentage of collection receipted and promptly deposited on the following working day.	Received & receipted income /school fees during peak season	150	225	5	5	5	5	
		Immediate response of claims inquiry	100%	100%	5	5	5	5	
INNOVATION & BEST PRACTICES SERVICES MFO6	Number of best practices achieved.								
Total Over-all Rating					62.7				

Average Rating (Total Over-all rating divided by 13)	4.82
Additional Points:	
Approved additional points(with copy of approval)	
FINAL RATING	
ADJECTIVAL RATING	4.82

Evaluated & Rated by:

CORAZON U. NUEVO
Dept./Unit Head
Date:

Recommending Approval:

LOUELLA C. AMPAC
Director of Finance
Date:

Comments & Recommendations for Development Purpose:

Approved by:

REMBERTO A. PATINDOL
Vice President
Date:

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY-JUNE 30, 2019

Name of Staff: VALERIE D. CIRCULADO

Position: ADMIN. 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	
2. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	(5)	4	3	2	1	
3. 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	
4. 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	
5. Keeps accurate records of her work which is easily retrievable when needed.	5	(4)	3	2	1	
6. Suggests new ways to further improve her work and the services of the office to its clients	(5)	4	3	2	1	
7. 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	
8. 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	
9. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	(4)	3	2	1	
10. Willing to be trained and developed	(5)	4	3	2	1	

Total Score											
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						53					
Average Score						4.41					

Overall recommendation : _____


CORAZON U. NUEVO
Name of Head

PERFORMANCE MONITORING FORM

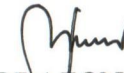
Name of Employee: VALERIE D. CIRCULADO

Task	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Encoded check entries to BAUM	Daily	Within the day	Immediately upon receiving the documents	Very Impressive	O	
2	Generated check for Fund 164	Daily	Within the day	25 mins. After encoded	Very Impressive	O	
3	Recorded checks issued to Bank Cash Book	Daily	Within the day	30 mins. After generated	Impressive	VS	
4	Encoded entries for PAC's to BAUM	Daily	Within the day	Before end of the day	impressive	VS	
5	Generated PAC's and facilitated fund transfer to LBP	Daily	Within the day	Before end of the day	impressive	VS	
6	Assisted in collection of fees during enrollment	Enrollment period	Enrollment period	Whole duration of enrollment period.	impressive	O	

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


CORAZON U. NUEVO
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: VALERIE D. CIRCULADO
Performance Rating: _____

Aim: To be an excellent administrative officer.
Proposed Interventions to Improve Performance:

Date: _____ Target Date: 2nd Quarter

First Step: To update knowledge to be effective administrative worker and policies/
regulations on Cash Management

Result: Able to performed task assigned effectively.

Date: June 2019 Target Date: 3rd Quarter

Next Step: Add more learning skills through training and seminars

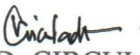
Outcome:
Effective and efficient front liner staff.

Final Step/Recommendation:
Perform task effectively and efficiently.

Prepared by:


CORAZON U. NUEVO
Unit Head

Conforme:


VALERIE D. CIRCULADO
Name of Ratee Faculty/Staff