

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

Name of Administrative Staff: TERESITA G. MANATAD

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.67	4.67 x 70%	3.27
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.33	4.33 x 30%	1.30
TOTAL NUMERICAL RATING			4.57

TOTAL NUMERICAL RATING: 4.57

Add: Additional Approved Points, if any: 0.00

TOTAL NUMERICAL RATING: 4.57

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

Reviewed by:

  
MYRNA S. PANCITO  
Admin. Officer V

  
LOUELLA C. AMPAC  
Director of Finance

Approved :

  
REMBERTO A. PATINDOL  
Vice-President for Admin. & Finance

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, TERESITA G. MANATAD, of the Budget 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 January 1 to June 30, 2019.

*T. Manatad*  
TERESITA G. MANATAD

Approved:

*Myrna S. Pancito*  
MYRNA S. PANCITO

Ratee

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Percentage of Accomplishment as of June 30, 2019	Details of Actual Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Certified Financial Documents/Reports	Number of transaction recorded/encoded right after receipt of documents, error free	Records/Encodes daily, obligated Purchase Orders, Vouchers & Payrolls under Special Trust Fund Accounts to BAOM	95%: 2550 documents under STF	102%	2600 documents under STF	5	5	4	4.67	
	Number of sub-allotment & projects controlled 2 days upon receipt, error free	Controls office/center/dept . augmentation under STF and encode income from STF Projects to Registry of Receipts & Obligations Subsidiary Ledger of current and prior years expenses	95%: 3550 documents under STF & Income recorded to 180Proj/mo.	106%	3,750	5	5	4	4.67	
	Number of documents obligated, 2 days upon receipt, error free	Obligates vouchers, purchase orders and payrolls and files BUR & vouchers copy under Fund 164(STF)	95%: 2750 documents obligated & filed under STF	95%	2,600	5	5	4	4.67	
	Number of documents earmarked, 2 days upon receipt, error free	Earmarks Job Orders, Contract of services, Purchase Requests, RIS and fund transfer under Fund 164(STF) Projects	90%: 1300 documents earmarked	92%	1,200	5	4	4	4.33	
	Number of status of funds monthly, quarterly and year-end status prepared within prescribed period, error free	Prepares monthly, Quarterly & year-end status of funds under Fund 164 (STF) projects	15 Internal Reports	166%	25	5	5	4	4.67	
Administrative Support services and Management	Efficient & customer-Friendly Frontline Service	Entertain clients and observe no noon break policy	Zero percent complaint from clients served	100%	Zero percent complaint	5	5	5	5.00	
<b>Total Over-all Rating</b>						<b>30</b>	<b>29</b>	<b>25</b>	<b>28.01</b>	
Average Rating (Total Over-all rating divided by # of entries)						4.67	Comments & Recommendations for Development Purpose: <i>Recommend to attend LARGE Seminar.</i>			
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING						4.67				
ADJECTIVAL RATING										

Evaluated & Rated by:

Recommending Approval:

Approved:

*Myrna S. Pancito*  
MYRNA S. PANCITO

Head

*Louella C. Ampac*  
LOUELLA C. AMPAC

Director, Finance

*Remberto A. Patindol*  
REMBERTO A. PATINDOL

Vice Pres. For Admin.

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

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

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

1 - quality

2 - efficiency

3 - timeliness

4 - average

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Teresita G. Manatad

Performance Rating: Outstanding

Aim: To develop the employee's competitiveness among colleagues and to explore new ways of delivering outputs.

Proposed Interventions to Improve Performance:

Date: July1,2018

Target Date: December, 2018

First Step: Send to Commision on Audit( COA) Training entitled : Laws and Rules on Government Expenditures (LARGE) on August 28-31, 2018.

---

Result: Provide a common understanding of and uniform interpretation of laws, rules and regulations on government expenditures and disbursements.

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

Next Step:

---

Outcome : Develop skills and increase motivation through continuous update on work related trainings/ workshops. Knowlegde dissemination on return to office.

Final Step/Recommendation:

I have been consistently impressed by her attitude towards her work and her performance on the job. She perform task effectively and efficiently.

Prepared by:

  
MYRNA S.PANCITO  
Unit Head

  
TERESITA G. MANATAD  
Printed Name and Signature of Employe



Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 – June 30, 2019  
Name of Staff: Teresita G.Manatad Position: Admin. 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
1	Accepts objective criticisms and opens to suggestions and innovations for	5	4	3	2	1

0 improvement of his work accomplishment					
12 Willing to be trained and developed	5	4	3	2	1
Total Score					
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	52				
Average Score	4.77				

Overall recommendation : \_\_\_\_\_

  
MYRNA S. PANCITO  
Name of Head