

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


Name of Administrative Staff: **YOLANDA U. BALBARINO**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
13. Numerical Rating per IPCR	4.8	4.8 x 70%	3.36
14. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.66	4.66 x 30%	1.4
TOTAL NUMERICAL RATING			4.76

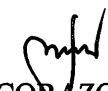
TOTAL NUMERICAL RATING: **4.76**
 Add: Additional Approved Points, if any: **0.00**
 TOTAL NUMERICAL RATING: **4.76**

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:


YOLANDA U. BALBARINO
 Admin. Aide III

Reviewed by:


CORAZON U. NUEVO
 Head Cash Office

Recommending Approval:


LOUELLA C. AMPAC
 Director of Finance

Approved:


REMBERTO A. PATINDOL
Vice Pres. for Admin. & Finance

I, Yolanda U. Balbarino, 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, 2018 to June 30, 2018

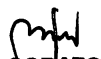

YOLANDA U. BALBARINO
Ratee

Approved: 
CORAZON U. NUEVO
Head of Unit

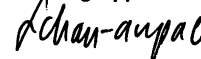
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
FINANCIAL MANAGEMENT MFO 2									
Cash Management 2									
2.1 Disbursement services	Maximized utilization of Cash Allocation intended for the university w/ approved processed documents, customer satisfaction and error free.	Received and encoded vouchers and payrolls ready for check issuance and cash payment	9,600	11,581	5.0	5.0	4.5	4.8	
		Sorted payrolls and vouchers by funding and turned over to check preparation in-charge	9,600	11,581	4.5	4.5	4.5	4.5	
		Encoded check issued ready for release	9,600	12,000	5.0	5.0	5.0	5.0	
2.2 Collection Services	Collected, receipted & turned-over all collections of the University to the collecting office	Received & receipted income during peak season.	300	600	5.0	5.0	5.0	5.0	
	Developed system in easy access of semester and school year in paying accounts w/ customer satisfaction and error free	Make use of the system in receiving accounts receivables	20	22	5.0	4.5	5.0	4.8	
2.3 Financial Reports	Financial mandated Reports submitted to office concerned on the prescribed time and error free.	Prepared Report of check Issued & Cancelled for fund PCC, RF 161	25	30	5.0	5.0	4.5	4.8	
		Cross checked paid vouchers/payrolls against the cash book	600	650	5.0	5.0	4.5	4.8	
		Stamped "Paid to paid vouchers & payrolls of the assigned funds.	1,000	1,500	4.5	4.5	4.0	4.3	
		Generated, binded and submitted Report of Checks Issued and cancelled.	15	20	5.0	4.5	4.5	4.7	
ADMINISTRATION SUPPORT SERVICES & MANAGEMENT MFO 3									
	7AM to 7PM collection services to accommodate payments during enrollment w/ customer satisfaction and error free.	Collected school fees	1,000	1,200	5.0	5.0	5.0	5.0	
Customer Friendly									
Frontline Service	No noon Break Policy to entertained clients during their period	Catered the needs of the clients	100%	100%	5	5	5	5.0	
Total Over-all Rating									52.8

Average Rating (Total Over-all rating divided by 11)		4.80
Additional Points:		
Approved additional points(with copy of approval)		
FINAL RATING		4.80
ADJECTIVAL RATING		

Evaluated & Rated by:


CORAZON U. NUEVO
Dept./Unit Head
Date:


Recommending Approval:


LOUELLA C. AMPAC
Director of Finance
Date:

Comments & Recommendations for Development Purpose:

Good work, deserving for a regular position before the future.

Approved by:


REMBERTO A. PATINDOL
Vice President
Date:

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan-June, 2018
 Name of Staff: BALBARINO, YOLANDA Position: AA 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	

EXHIBIT I

PERFORMANCE MONITORING FORM

Name of Employee: YOLANDA U. BALBARINO

Task No.	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Received & encoded documents w/ complete supporting papers to database	Daily	Within the day	Immediately upon receiving the documents	Very impressive	O	
2	Sorted documents based on obligation and indorsed to check in-charge preparation	Daily	Within the day	Within the day	Very impressive	O	
3	Recorded all checks issued for signature of signing officials	Daily	Daily	Upon receiving the checks	Impressive	VS	
4	Posted list of PAC's for info purposes outside the office	On the following day after PAC's submitted to LBP	On the following day	Immediately once its ready	impressive	VS	
5	Prepared generated & bounded RCIC of PCC, 161 & Cebu accounts	10 th day of the following month	5 th day of the following month	5 th day of the following month	impressive	VS	
6	Assisted in collection of fees during enrollment	Enrollment period	Enrollment period	Whole duration of enrollment period.	impressive	VS	

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

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

Prepared by:


CORAZON U. NUEVO

Unit Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: YOLANDA U. BALBARINO
Performance Rating: _____

Aim: To be an excellent administrative Officer

Proposed Interventions to Improve Performance:

Date: March, 2018 Target Date: 2 quarters

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

Result:
Able to performed task assigned effectively.

Date: June, 2018 Target Date: 3rd quarter

Next Step:
Follow up learning skills through trainings & seminars

Outcome
Effective front liner staff and ready to face challenges.

Final Step/Recommendation:
Perform task effectively & efficiently

Prepared by:


CORAZON U. NUEVO

Unit Head