



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **SANDRA C. TIU**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.91	70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.92

TOTAL NUMERICAL RATING: 4.92

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.92

FINAL NUMERICAL RATING 4.92

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


SANDRA C. TIU
Administrative Assistant III

Reviewed by:


ERLINDA S. ESGUERRA
Head, Accounting Office

Recommending Approval:


LOUELLA C. AMPAC
Director, Financial Management Office

Approved:


REMBERTO A. PATINDOL
Vice President, Administration and Finance Office

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Sandra C. Tiu**, of the Accounting Office commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **July 1 to December 31, 2020**.

Sandra C. Tiu
SANDRA C. TIU
Ratee

Erlinda S. Esguerra
ERLINDA S. ESGUERRA
Head of Unit

NO.	MFO & PAPs	Success Indicators	Task Assigned	July-December, 2020 Target	Percentage of accomplishment	Details of accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
ACCTG. MFO 1	Administrative & Support Services & Management	No. of external linkages for improved financial management developed/ maintained	COA & DBM	2 External Linkages	100%	2	5	5	5	5.00	
		Customer Friendly Service	Served clients with courtesy; immediate response to client needs and inquiries	100% no complaint; Served clients with courtesy; immediate response to client needs and inquiries	100%	100	5	5	5	5.00	
ACCTG. MFO 2	Disbursement/ Processing Services	No. of transactions encoded/recorded error free	01-RAF-Encodes & records entries to BAOM	2,500 entries encoded & recorded	154%	3850	5	5	5	5.00	
ACCTG. MFO 3	Bookkeeping Services	No. of transactions posted error free	Posts transactions to SL and GL for Regular Agency Fund	1,700	163%	2,850	5	5	5	5.00	
		No. of entries consolidated error free	Consolidates CkDJ of the main campus under Regular Agency Fund	115	104%	120	5	5	5	5.00	
		No. of entries consolidated error free	Consolidates all transactions of the branch campuses such as CRJ, CDJ, CkDJ and post to General and subsidiary ledgers for Regular Agency Fund	185	122%	225	5	5	5	5.00	
		No. of journals prepared within the mandated time	Prepares journals for Regular Agency Fund	6	100%	6	5	5	5	5.00	
		No. of journals prepared within the mandated time	Prepares Journal Entry Voucher (JEV) for Regular Agency Fund	198	100%	198	5	5	5	5.00	
		No. of accounts maintained and posted	Maintains and post to subsidiary ledgers for cash advances and cash in bank accounts	15	167%	25	5	5	4	4.67	
		No. of entries for liquidation of cash advances	Prepares liquidation summary report for Regular Agency Fund	110	100%	110	5	5	5	5.00	
		No. of entries posted	Posts all report of supplies and materials issued to individual ledger cards under RAF	110	109%	120	5	5	5	5.00	

		No. of Trial Balance prepared within the mandated time	Prepares Trial Balance under Regular Agency Fund	6	100%	6	5	5	5	5.00	
ACCTG. MFO 4	Innovation and Best Practices Services or Continual Improvement and Management Services	No. of schedules prepared within the mandated time	Prepares schedule of A/R, Other Payables, Cash advances, Due fr. NGAs and Accounts Payable under RAF	10	100%	10	5	5	5	5.00	
		No. of financial reports prepared within the mandated time	Prepares financial reports for submission to COA, DBM, GAS and other concerned agencies for RAF & All Funds	20	100%	20	5	5	4	4.67	
		No. of vouchers, payrolls, Pos and appointments signed in the absence of the Accountant.	Vouchers, payrolls, POs and appointments signed	180	139%	250	5	5	5	5.00	
		Number of operation manual prepared, developed and approved	Prepares operation manual	1	1	50%	4	4	4	4.00	on process
		Number of innovation for improved university operation	Introduces innovation for improved university operation	1	1	100%	5	5	5	5.00	use of ip messenger in informing departments for the returned documents with difficiencies
		Number of best practices achieved	Introduces best practices	1	1	100%	5	5	5	5.00	special lane for student claims
	Total Over-all Rating						89.00	89.00	87.00	88.33	

Average Rating (Total Over-all rating divided				4.91
Additional Points:				
Punctuality				
Approved Additional points (with copy of approval)				
FINAL RATING				4.91
ADJECTIVAL RATING				Outstanding

Comments & Recommendations for Development Purpose:
To attend training for update on Acctg. System

Received by:

ERLINDA S. ESGUERRA

Head Accounting Office

Date: _____

1 - quality 3 - timeliness
2 - efficiency 4 - average

Recommending Approval:

LOUELLA C. AMPAC

Director for Financial Management

Date: _____

Approved:

REMBERTO A. PATINDOL

Vice Pres. For Admin and Finance

Date: _____

PERFORMANCE MONITORING FORM

Name of Employee: TIU, SANDRA C.

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all Assessment of Output**	Remarks/Recommendation
1	COA & DBM	Documents received & posted	monthly	NCAs are posted the day upon receipt	NCAs are posted right after receipt	Impressive	Very Satisfactory	
2	01-RAF-Encodes & records entries to BAOM	Documents received & encoded	Daily	the day the documents are encoded	right after the documents are encoded	Very Impressive	Outstanding	
3	Prepares vouchers, RIS, PR's and yearly PPMP with supporting documents needed for the office as petty cashier	Prepared documents for processing	Monthly	as the need arises	as there is a need to prepare for a replenishment or reimb.	Very Impressive	Outstanding	
4	Posts transactions to SL and GL for Regular Agency Fund	SL and GL are posted	Monthly	5 days after reports are completed	2 working days after reports are completed	Very Impressive	Outstanding	
5	Consolidates CkDJ of the main campus under Regular Agency Fund	Consolidated Check Disbursement Journal	Monthly	the day after consolidating MDS & LDDAP	4 hours after consolidating MDS & LDDAP	Very Impressive	Outstanding	
6	Consolidates all transactions of the branch campuses such as CRJ, CDJ, CKDJ and post to General and subsidiary ledgers for Regular Agency Fund	Consolidated all transactions of the 4 satellite campuses	Monthly	3 days after receipt of reports from the CSIs	1 day after receipt of reports from the CSIs	Very Impressive	Outstanding	
7	Prepares journals and JEV for regular agency Fund	Prepared Journal Entry Voucher	Monthly	the day after preparation of general journals	30 mins. after preparation of general journals	Very Impressive	Outstanding	
8	Maintains and post to subsidiary ledgers for cash advances and cash in bank accounts	Maintained and posted SL for cash advances & cash in bank accounts	Monthly	right after all reports are done	45 mins. after all reports are done	Very Impressive	Outstanding	
9	Prepares liquidation summary report for Regular Agency Fund	Prepared liquidation summary report	Monthly	right after CKDJs are prepared	30 mins after preparation of CKDJs	Very Impressive	Outstanding	
10	Posts all report of supplies and materials issued to individual ledger cards under RAF	Posted entries from RSMI to individual ledger cards	Monthly	the day after receipt of RSMI	4 hours after receipt of RSMI	Very Impressive	Outstanding	

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all Assessment of Output**	Remarks/Recommendation
11	Prepares Trial Balance under Regular Agency Fund	Trial Balance prepared	Monthly	10 days after consolidating, posting and preparing all the necessary transaction	5 days after consolidating, posting and preparing all the necessary transaction	Very Impressive	Outstanding	
12	Prepares schedule of A/R, Other Payables, Cash Advances, Due to NGAs and Accounts Payable under RAF	Prepared schedules	Quarterly	5 days of the following month after the quarter ends	3 days of the following month after the quarter ends	Very Impressive	Outstanding	
13	Prepares financial reports for submission to COA, DBM, GAS and other concerned agencies for RAF & All Funds	Financial reports prepared	Quarterly & Yearly	10 days of the following month after the quarter ends	8 days of the following month after the quarter ends	Very Impressive	Outstanding	
14	Prepares summary of quarterly disbursement for 01-RAF	Quarterly disbursement report prepared	Quarterly	10 days of the following month after the quarter ends	8 days of the following month after the quarter ends	Very Impressive	Outstanding	

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

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

Prepared by:


ERLINDA S. ESGUERRA
 Head, Accounting Office



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July 1 – December 31, 2020**

Name of Staff: **SANDRA C. TIU** Position: **Administrative Assistant 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
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 : _____



ERLINDA S. ESGUERRA
 Head, Accounting Office

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **SANDRA C. TIU**

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: July 1 Target Date: December 31, 2020

First Step:

Attend training on financial management

Result:

Improved Performance

Date: _____ Target Date: _____

Next Step:

Recommend for promotion


Outcome: _____

Final Step/Recommendation:

Prepared by:


ERLINDA S. ESGUERRA
Unit Head

Conforme:


SANDRA C. TIU
Name of Ratee Faculty/Staff