

OFFIC F THE CASHIER

Visca Bayba, City, Leyte 6521-A, Philippines IP Phone: 565-0600 local 1011

Email Address: <a href="mailto:cash.division@vsu.edu.ph">cash.division@vsu.edu.ph</a>

Website: www.vsu.edu.ph

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Ma. Melissa F. Mendoza

Annex P

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.93	70%	3.451
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
		TOTAL NUN	IERICAL RATING	4.93

TOTAL NUMERICAL RATING:

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

4.93

FINAL NUMERICAL RATING

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ADJECTIVAL RATING:

Outstanding

4.93

4.93

0

Prepared by:

MA. MELISSA F. MENDOZA

Name of Staff

Reviewed by:

QUEEN-EVERY ATUPAN

Department/Office Head

Recommending Approval:

RYSAN C. GUINOCOR

Dean/Director

Approved:

DANIEL LESLIE S. TAN

Vice President

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MA. MELISSA F. MENDOZA, an administrative staff of the CASH 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 of JULY1 to DECEMBER 31, 2022.

Approval:

MA. MELISSA F. MENDOZA

Ratee

QUEEN-EVER X. ATUPAN

Head of Unit

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplish		Rating		REMARKS	
110.	IIII OON AI S	Juccess maleators	I daka Assigned	raiget	ment	Q1	E2	T3	A4	REWARKS
UGAS5.	SUPPORT TO OPER	RATIONS			1111111		-			
OVPAF S	STO 1: ISO 9001:201	5 ALIGNED DOCUMENTS								
ODAS 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	100% of clients rated services as very satisfactory or higher	5	5	5	5.00	
		PI. 2 Number of quality procedures revised/updated and registered at QAC	Preparation, encoding and printing	3 quality procedures revised and registered	3 quality procedures revised and registered	5	5	5	5.00	
		PI. 3 Number of Administrative processes implemented in accordance with existing approved quality procedures	processes in accordance with existing approved QPs	3 processes implemented according to QP	3 processes implemented according to QP	5	5	5	5.00	
		PI. 4 Number of Reports submitted to COA	Submit reports of checks issued (soft and hard copies) as requested	20 COA reports	29 reports	5	5	5	5.00	

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplish	Rating				REMARKS
	IIII GOTT AT G		Tusks Assigned			Q1	E2	Т3	A4	KEWAKKS
		PI. 7 Percentage of ISO	Preparation and	100% ISO	100% ISO	5	5	5	5.00	
		evidences complaint with	filing of evidences	complaint	complaint					
		existing quality procedures kept		evidences readily	evidences					
		intact and readily availabe to		available	readily					
PAF ST	O3: ARTA ALIGNED	COMPLIANCE AND REPOR	TING REQUIREME	NTS						
DAS	ARTA aligned	PI. 9 Efficient & customer	Fast, Efficient &	Zero percent	Zero percent	5	5	4	4.67	
TO 3:	frontline services	friendly frontline service	customer friendly	complaint from	complaint					
			frontline service	clients served	from clients					
DAFOT	O4 ININOVATIONS	A DECT DD 4 CTIONS			served					
		& BEST PRACTICES								
DAS	Innovations & new	PI. 10. Number of new	Prepare Work Instruction in the preparation of checks	1 new system	1 new system	5	5	5	5.00	
TO 4:	Best Practices	systems/innovations/proposals	payments for 101-TRUST-							
	Development	introduced and implemented	P,161-IGP,PCC,101-T-							
	Services		CEBU,164-STF-CEBU,VSU-H & SHS							
JMFO6:	General Administra	tive and Support Services (G	ASS)							
/PAF GA	SS 1: Administrativ	e and Support Services Man	agement					***************************************		
DAS	Administrative and	PI. 17 Number of administrative	Preparation,	25 requests/	31 requests/	5	5	5	5.00	
ASS 1:	Support Services	services and financial/	encoding and	administrative	administrative					
		administrative documents acted	printing of	documents	documents					
	A.	within time frame		(transfer of payments	(transfer of					
				to other bank	payments to					
			requested by clients	accounts, etc.)	other bank					
		Pl. 18 No. of linkages with	Miantain a good	3 Linkages (COA,	3 Linkages	5	5	5	5.00	
		external agencies maintained		BOT, LBP, Philhealth,	(COA, BOT,				0.00	
			and linkage with	GSIS, HDMF)	LBP,		- 1			
		-	Landbank, COA and	,	Philhealth,		- 1			
			other agencies		GSIS HDMF)					
		PI. 20 No. of staff meetings attended		6 staff meetings	6 staff meetings	5	5	5	5.00	
		ring Services								

No. MFOs/PAPs		Success Indicators	Tools Assigned Tours		Actual	Rating				
NO.	IVIFOS/FAFS	Success indicators	Tasks Assigned	Target	Accomplish ment	Q1	E2	T3	A4	REMARKS
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	500 approved payrolls and vouchers	2,618 approved and vouchers	5	5	5	5.00	
		PI2. Number of checks, LDDAP, ACIC and PAC'S issued and released within three days	Preparation, encoding and printing of checks and PACS	365 checks; 1,500 entries of PACS	520 checks; 2009 entries of PACS	5	5	4	4.67	
		PI3. Number of cash Advances and Petty Cash Fund Maintained/facilitated for University Cash Disbursements	QE. Atupan, MM. Mendoza C. Sacro, NF.Bello	4 cash Advance/Petty Cash Funds	6 cash Advance/Petty Cash Funds	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 Report of Check Issued for Fund 101- trust,161-IG, PCC, 101- T-Cebu, 164-STF- Cebu,	25 daily/weekly reports 6 monthly reports	29 daily/weekly reports 6 monthly reports	4	5	5	4.67	
Total Ove	otal Over-all Rating								69.00	
Average Rating (Total Over-			Comments & Recomm	nendations for Develop for promotion. Ar maintain a h	ment Purpose: Hend skills d	love lo	pme	nt -		and is
Punctuality Approved additional points(with copy of approval)			encouraged to	maintain a h	ealthy lifes	He	for	be	etter h	iealth ·
FINAL RA	ATING	4.93								
ADJECTI	VAL RATING	OUTSTANDING								
Evaluated & Rated by:		Recommending Approval:			Approved by:					

Eva	luated	&	Rated	by
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QUEEN-EVER Y. ATUPAN
Dept. Unit Head

RYSAN C. GUINOCOR

Date:

Director, Administrative Services

Date:

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

DANIEL LESLIE S. TAN

Vice President for Admin & Finance

Date: \_\_\_\_





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## Instrument for Performance Effectiveness of Administrative Staff

Name of Staff: <u>Ma. Melissa F. Mendoza</u> Position: <u>Administr</u>	ative 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. C	commitment (both for subordinates and supervisors)		9	Scale	е	
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	<b>5</b>	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		4	3	2	1



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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		
	eadership & Management (For supervisors only to be rated by higher supervisor)		9	Scale	Э	
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 training and is encouraged to maintain a healthy lifestyle for better health.

QUEEN EVER Y. ATUPAN
Printed Name and Signature
Head of Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ma. Melissa F. Mendoza Performance Rating: 4.93
Aim: Improved performance in handling cash disbursement and liquidation of cash advances.
Proposed Interventions to Improve Performance:
Date: July 1, 2022 Target Date: September 30, 2022
First Step:Encourage her to update her cash books daily to monitor cash balances
Result: Cash Books was being updated daily.
Date: October 1, 2022 Target Date: December 31, 2022
Next Step: Encourage her to let her alternate personnel double check the prepared PACS and checks to avoid error.
Outcome: The preparation of checks and PACS were properly facilitated and released to the payees and error was being avoided.
Final Step/Recommendation:
Recommended for promotion. Attend skills development training and is encouraged to maintain a healthy lifestyle for better health.
Prepared by:  QUEEN-EVERY. ATUPAN Unit Head
Conforme:

MA. MELISSA F. MENDOZA Name of Ratee Faculty/Staff