

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF**

Name of Administrative Staff: **MARIA TERESA A. CRUZ**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.64	4.64 x 70%	3.25
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	4.75 x 30%	1.43
TOTAL NUMERICAL RATING			4.68


TOTAL NUMERICAL RATING: **4.68**
Add: Additional Approved Points, if any: **0.00**
TOTAL NUMERICAL RATING: **4.68**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


MARIA TERESA A. CRUZ
Accountant II


Reviewed by:


FRANCISCO G. GABUNADA, JR.
Executive Assistant , OP

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

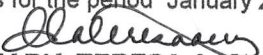
Approved:



EDGARDO E. TULIN
President

"Exhibit A"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARIA TERESA A. CRUZ, of the Internal Audit Service Office (IASO) 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 2 to June 30, 2018.


MARIA TERESA A. CRUZ
Ratee


FRANCISCO G. GABUNADA, JR.
Executive Assistant, OP

MFO No.	MFOs/PAPs	Success Indicators	Tasks Assigned	2018 Target	Percentage of Accomplishment	Details of Accomplishment	Rating				Remarks
							Q1	E2	T3	A4	
6	General Administration Support Services	Number of Internal Control Systems (ICS) evaluated within 45 days from start of review	Conducted evaluation of Internal Control Systems (ICS)	1	100%	1	5	5	5	5	
		Number of Prior Years ICS recommendations monitored within 20 days from report submission	Monitored Prior Years ICS recommendations	1	100%	1	5	5	5	5	
		Number of best practices sustained	Included of fund transfer as payment of Accts. Rec. in the project	1	100%	1	5	5	4	4.6667	
		Number of Sales Confirmation prepared and sent on selected IGP Projects	Prepared and released Sales Confirmation letter on selected IGP	79	100%	79	5	5	4	4.6667	
	Financial Management Services	Annual program prepared within January 15	Prepared annual audit program	1	100%	1	4	5	4	4.3333	
		Number of Monthly IGP Financial Reports verified within 7 days from receipt	Reviewed financial reports and corresponding working papers	237	108%	257	4	5	4	4.3333	
		Number of Property, Plant and Equipment disposal assisted in relation with adherence to provisions of RA9184	Performed eligibility check and witness the actual disposal of VSUs PPE	2	100%	2	4	5	4	4.3333	
		Number of harvest/sale of farm products (rice, copra, mango, etc.)	Witnessed the physical inventory	25	52%	13	5	5	4	4.6667	
		Number of of physical inventory count witnessed	Witnessed the physical inventory	14	93%	13	5	5	4	4.6667	
		Number of Public biddings assisted in relation with RA 9184	Attended meetings	5	160%	8	5	5	5	5	
		Number of Accounts Receivable Confirmation Letters (RF and STF) prepared and sent	Prepared and released Accounts Receivable	400	105%	420	4	5	4	4.3333	

MFO No.	MFOs/PAPs	Success Indicators	Tasks Assigned	2018 Target	Percentage of Accomplishment	Details of Accomplishment	Rating				Remarks
							Q1	E2	T3	A4	
		Number of Canvass Papers/Request for Quotation opened, processed and verified within the day	Opened the Request for Quotation of different suppliers and reviews entries reflected on the PR against canvass papers	1950	95%	1848	4	5	4	4.3333	
	Efficient and customer-friendly assistance	Zero complaint from clients	No complaints from clients	0	100%	0	5	5	5	5	no complaints
	Total Over-all Rating									60.333	

	Average Rating (Total Over-all rating divided by 4)		
	Additional Points:		
	Approved Additional Points (with copy of approval)		
	Final Rating		
	Adjectival Rating		

Comments & Recommendations for Development Purpose:

*Acceptable performance.
Need exposure and updating on internal audit practices and directions.*

Evaluated & Rated by:

FRANCISCO G. GABUNADA, JR.

Executive Assistant, OP

Date: _____

Recommending Approval:

REMBERTO A. PATINDOL

Vice President for Admin. & Finance

Date: _____

Approved by:

EDGARDO E. TULIN

President

Date: _____

1-Quality; 2-Efficiency; 3-Timeliness; 4-Average

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2018
 Name of Staff: Maria Teresa A. Cruz Position: Accountant II


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	57				
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					

Overall recommendation : _____


 FRANCISCO G. GABUNADA, JR.
 Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARIA TERESA A. CRUZ
Performance Rating: _____

Aim: _____

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: Laws and Rules on Government Expenditures, COA RO8, Candahug, Palo, Leyte,
November 26-29, 2018

Result: _____


Date: _____ Target Date: _____

Next Step: Transformational Leadership in a Changing Environment in Legazpi City, October 16-
19, 2018


Outcome: Better understanding in becoming a good leader.

Final Step/Recommendation: _____

Prepared by:


Francisco G. Gabunada Jr.
Unit Head

Conforme:


Maria Teresa A. Cruz
Name of Ratee Faculty/Staff