



OFFICE OF THE HEAD OF PERFORMANCE MANAGEMEN AND REWARDS & RECOGNITION

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **JENNIFER G. TINAJA**

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|-----------------------|---|
| Numerical Rating per IPCR | 4.69 | 70% | 3.283 |
| Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.58 | 30% | 1.374 |
| | TOTAL NUN | IERICAL RATING | 4.657 |

| TOTAL NUMERICAL RATING: Add: Additional Approved Points, if any: | 4.657 | |
|---|-------|---|
| TOTAL NUMERICAL RATING: | 4.657 | _ |
| FINAL NUMERICAL RATING | 4 657 | |

ADJECTIVAL RATING: Outstanding

Prepared by:

JENNIFER G. TINAJA Name of Staff Reviewed by:

NICK FREDDY R. BELLO OIC-Head, Accounting Office

Recommending Approval:

LOUELLA C. AMPAC

Director, Financial Management Office

Approved:

DANIEL LESLIE S. TAN

Vice President for Administration and Finance

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JENNIFER G. TINAJA, an administrative staff of the Office of the Accounting 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 to June 30, 2022.

Approval:

JENNIFER G. TINAJA

Ratee

NICK FREDDY R. BELLO

Head of Unit

| | | Natee | | | | nead of Offic | | | | | |
|--------------------|--|---|---|--|--|--|----|----|--------|------|---|
| No. | MFOs/PAPs | Success Indicators | Tasks Assigned | Target | Percentage of | Actual | | F | Rating | J | REMARK |
| NO. | WIFOSIFAFS | Success mulcators | Tasks Assigned | rarget | Accomplishment | Accomplishment | Q1 | E2 | T3 | A4 | KEWAKK |
| JGAS5. SUPP | PORT TO OPERATION | IS | | | | | | | | | - |
| OVPAF STO 1 | : ISO 9001:2015 ALIG | NED DOCUMENTS | | | | | | | | | |
| ODAS/HRM 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 | All Cash office staff | 95% of clients rated services as very satisfactory or higher | 105% of clients served rated higher satisfactory | 100% of clients rated services as very satisfactory or higher | 5 | 4 | 5 | 4.60 | |
| | | PI. 4 Number of Reports submitted to COA | Generate and prepare Summary of Student's Accounts Receivable per quarter | 4 COA reports | 100% reports has fully submitted to COA | 4COA reports | 4 | 4 | 5 | 4.30 | Submit report to COA regularly |
| | | PI. 5 Percentage updating of students' payment using Cumulus | Generate, update and records Student account | 100% monthly updating and posting of payments using the Cumulus System | 100% of student's payment has fully updated and posted | 100% monthly updating and posting of payments using the Cumulus System | 5 | 5 | 5 | 5.00 | |
| | | existing quality procedures | File documents and keep records as evidence during ISO audit | 100% ISO compliant evidences readily available | evidences is readily | 100% ISO compliant evidences readily available | 5 | 5 | 5 | 5.00 | |
| VPAE STO3: A | ARTA ALIGNED COM | PLIANCE AND REPORTING | REQUIREMENTS | | | | | | | | |
| ODAS/HRM STO 3: | ARTA aligned frontline services | Pl. 9 Efficient & customer | Entertain and accommodate all clients request | Zero percent complaint from clients served | 0.01% complaint receive from client | with 1 complaint from clients served | 4 | 4 | 4 | | already resolve |

| VPAF STO4: II | NNOVATIONS & BES | T PRACTICES | Control of the Contro | | ų., <u></u> | O STATE OF S | | | | | |
|---------------------|--|---|--|---|--|--|---|---|---|------|--------------------------------|
| JMFO6: Gene | ral Administrative an | d Support Services (GASS |) | | | | | | | | |
| /PAF GASS 1 | Administrative and | Support Services Manager | nent | | | | | | | | |
| ODAS/HRM GASS 1: | Administrative and Support Services | administrative services and financial/ administrative documents acted within time frame | Validate exam permit, assess and countersign clearance; and print statement of acounts and certification of fees as requested | 400 requests/administra tive documents (clearances, readmission, open bank accounts,etc.) | 2.5% administrative services acted within time frame | 1000 requests | 5 | 5 | 5 | 5.00 | |
| | | PI. 18 No. of linkages with external agencies maintained | Maintain linkage and good working relationship with COA | 1 linkage (COA) | 1 linkage (COA) maintained | 1 linkage (COA) | 5 | 5 | 5 | 5.00 | |
| DDAS/HRM G | ASS 4: Cashiering S | ervices | 7.0 | - | | | | 4 | | | |
| CASH MFO5 | Student Services | records of accounts maintained, validated and updated for college and high school students | Generates, updates and validates students accounts | 7000 students 10,000 old accounts | 2.43% of enrolled students and 2.5% of old accounts maintained, validated and updated | 16,649 students (2 semesters) and 385 Junior High school and 25,872 old accounts | 4 | 4 | 4 | 4.00 | |
| | | Receivable, Monthly Report of Collection (per School Year) and Breakdown of Assessment | Generate and prepares quarterly report of Account Receivable and monthly report of collection (per school year and semester) | 43 reports of accounts by semester | 2.4% of Account receivable reports has generated and prepared | 106 reports of accounts by semester | 5 | 5 | 5 | 5.00 | Prepare reports regulari |
| | | | Print, issue and validate temporary clearance, validate/unlock students accounts in the system | 5000 students | 1.7% of student' accounts has been unlocked and validated | 8,744 students | 5 | 5 | 5 | 5.00 | |
| Total Over-all | Rating | 46.90 | | 7, 44,44,44,44,44,44,44,44,44,44,44,44,44 | | | | | | | |
| | g (Total Over-all | 4.69 | Comments & Recon | mendations for De | velopment Purpose: | бенісетралогичничничничничничничничного обласочніттемнік «фицация» осначал | | - | | | - |
| Additional Po | nts: | | | | | | | | | | |
| Punctualit | A STATE OF THE PARTY OF THE PAR | | Atte | nd training relevant t | o function and custom | er service delivery | | | | | |
| | idditional points(with | | | | | | | | | | |
| INAL RATING | | | | | | | | | | | |
| ADJECTIVAL | RATING | | | | | | | | | | |





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Instrument for Performance Effectiveness of Administrative Staff

| Rating Period | : Jan. | 1-June | 30, | 2022 |
|---------------|--------|--------|-----|------|
|---------------|--------|--------|-----|------|

Name of Staff: JENNIFER G. TINAJA Position: ADMIN AIDE 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) | | 5 | Scale | Э | |
|------|---|-------------|---|-------|---|---|
| 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 | |
| 11. | Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment | 5 | 4 | 3 | 2 | - |
| 12. | Willing to be trained and developed | (5) | 4 | 3 | 2 | 1 |
| | Total Score | _ | I | | | |

| 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 | N/ | A | | | | | | | | |
| | Average Score | - (| i. + | 8 | | | | | | | |

| Overall recommendation | | |
|------------------------|---|--|
| Overall recommendation | : | |

NICK FREDDY R. BELLO
OIC-Head, Office of the Head of Accounting

EMPLOYEE DEVELOPMENT PLAN

| Name of Employee: JENNIFER G. TINAJA Performance Rating: Outstanding |
|---|
| Aim: Effective delivery of administrative service |
| Proposed Interventions to Improve Performance: |
| Date: May 29 Target Date: June 2022 |
| First Step: Training on financial management |
| |
| Result: |
| Improved performance |
| |
| Date: Target Date: |
| Next Step: Recommend for Promotion |
| |
| Outcome: |
| Final Step/Recommendation: |
| |

Prepared by:

NICK FREDDY R. BELLO Immediate Supervisor

Conforme:

JENNIFER GATINAJA
Name of Ratee Faculty/Staff