



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)
1. Numerical Rating per IPCR	4.69	70%	3.283
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.374
TOTAL NUMERICAL RATING			4.657

TOTAL NUMERICAL RATING: 4.657


Add: Additional Approved Points, if any:

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

Approval:


NICK FREDDY R. BELLO
Head of Unit

[illegible]

VPAF STO4: INNOVATIONS & BEST PRACTICES												
UMFO6: General Administrative and Support Services (GASS)												
VPAF GASS 1: Administrative and Support Services Management												
ODAS/HRM GASS 1:	Administrative and Support Services	PI. 17 Number of administrative services and financial/ administrative documents acted within time frame	Validate exam permit, assess and countersign clearance; and print statement of accounts and certification of fees as requested	400 requests/administrative 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		
ODAS/HRM GASS 4: Cashiering Services												
CASH MFO5	Student Services	PI1.Number of students 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		
		PI2. Number of quarterly Reports of Accounts Receivable, Monthly Report of Collection (per School Year) and Breakdown of Assessment per Semester prepared.	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 regularly	
			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										
Average Rating (Total Over-all)		4.69										
Additional Points:												
Punctuality												
Approved additional points(with												
FINAL RATING												
ADJECTIVAL RATING												
Comments & Recommendations for Development Purpose:												
Attend training relevant to function and customer service delivery												

Evaluated & Rated by:


NICK FREDDY R. BELLO

OIC-Head, Accounting Office

Date: _____

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Recommending Approval:


LOUELLA C. AMPAC

Director, Financial Management Office

Date: _____

Approved by:


DANIEL LESLIE S. TAN

Vice President for Admin & Finance

Date: _____



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)		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		55				

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		4.58				

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 G. TINAJA
Name of Ratee Faculty/Staff