

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

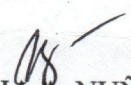
Name of Administrative Staff: MA. MELISSA F. MENDOZA

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.87	4.87 x 70%	3.40
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.66	4.66 x 30%	1.39
<b>TOTAL NUMERICAL RATING</b>			<b>4.79</b>

TOTAL NUMERICAL RATING: 4.79  
 Add: Additional Approved Points, if any: 0.00  
 TOTAL NUMERICAL RATING: 4.79

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

  
 MARIA A. NUÑEZ  
 AA IV

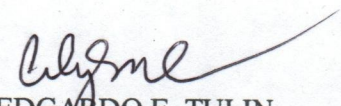
Reviewed by:

  
 CORAZON U. NUEVO  
 Head, Cash Office

Recommending Approval:

  
REMBERTO A. PATINDOL  
 Chairman, PMT

Approved:

  
 EDGARDO E. TULÍN  
 President



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

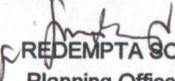
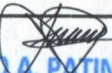

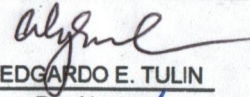
I, **Ma. Melissa F. Mendoza**, of the Cash Division commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of January 1, 2016 to June 30, 2016

*mfmedoza*  
**MA. MELISSA F. MENDOZA**  
 Ratee

Approved: *Corazon U. Nuevo*  
**CORAZON U. NUEVO**  
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage of Actual Accomplishment	Rating				Remarks
FINANCIAL MANAGEMENT MFO 2						Q	E	T	A	
Cash Management 2										
2.1 Disbursement services	Maximized utilization of Cash Allocation intended for the university w/ approved processed documents, customer satisfaction and error free.	Encoded check entries to BAUM	3,100	3,483	112%	5	5	5	5	
		Generated checks for fund 101T, 101 Cebu, STF Cebu 101T Cebu, AREC, PCC, KR2 Jackfruit and RF 161	3,100	3,483	112%	5	5	5	5	
		Recorded checks issued to the corresponding Bank Cash Book	3,100	3,483	112%	5	5	5	5	
		Updated/monitored balances of Bank cash book	7	7	100%	5	5	5	5	
		Posted the assigned check number to the payrolls/ vouchers.	3,100	3,483	112%	5	4.5	5	4.83	
		Prepared PACS for ATM payroll of Job Orders of 101 Trust, igp and arec.	220	240	109%	5	5	5	5	
		Prepared special cash advances.	5	5	100%	5	4.5	5	4.83	
		Disbursed/paid approved vouchers/payrolls below P500.00 of all funds under MOOE	500	530	106%	5	5	5	5	
		Recorded paid vouchers/payrolls to their corresponding Bank Cash Book.	500	530	106%	5	4	5	4.66	
		Prepared replenishment for the paid vouchers/payrolls								
		Prepared liquidation report for the said Petty Cash Fund and special cash advance	22	25	113%	5	4	5	4.66	
			10	10	104%	5	4	5	4.66	



SERVICES & MANAGEMENT MFO									
Customer Friendly Frontline Service	No noon Break Policy to entertained clients during theis period	Catered the needs of the clients	100%	100%	100%				
Total Over-all Rating		53.64							
Average Rating (Total Over-all rating divided by 11)		4.87		Comments & Recommendations for Development Purpose:					
Additional Points: Punctuality									
Approved additional points(with copy of approval)									
FINAL RATING									
ADJECTIVAL RATING									
Received by:  REDEMPTA SORIA Planning Office Date:	Calibrated by:  REMBERTO A. PATINDOL, Phd Vice President Administration and Finance PMT Date:	Recommending Approval:  REMBERTO A. PATINDOL Vice President 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: Jan - June, 2016  
 Name of Staff: Ma. Melissa F. Henderson Position: Adm. Aide

**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.**

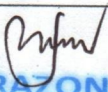
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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	
2. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	(4)	3	2	1	
3. 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	
4. 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	
5. Keeps accurate records of her work which is easily retrievable when needed.	5	(4)	3	2	1	
6. Suggests new ways to further improve her work and the services of the office to its clients	(5)	4	3	2	1	
7. 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	
8. 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	
9. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	(5)	4	3	2	1	
10. Willing to be trained and developed	(5)	4	3	2	1	



Total Score											
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>						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						876					
Average Score						4.66					

Overall recommendation :

  
**CORAZON U. NUEVO**  
 Supervising Admin. Officer

Name of Head