

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

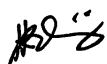
Name of Administrative Staff: **RAQUEL H. DOHILING**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.89	4.89 x 70%	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	4.83 x 30%	1.45
<b>TOTAL NUMERICAL RATING</b>			<b>4.88</b>


TOTAL NUMERICAL RATING: **4.88**  
 Add: Additional Approved Points, if any: **0.00**  
 TOTAL NUMERICAL RATING: **4.88**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

  
**RAQUEL H. DOLHILING**  
 Adm. Officer I


Reviewed by:

  
**CORAZON U. NUEVO**  
 Head, Cash Office

Recommending Approval:

  
**LOUELLA C. AMPAC**  
 Director of Finance

Approved:

  
**REMBERTO A. PATINDOL**  
 Vice Pres. for Admin. & Finance

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, Raquel H. Dohiling, 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 March 1, 2018 to June 30, 2018

RAQUEL H. DOHILING  
Ratee


Approved: CORAZON U. NUEVO  
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
<b>FINANCIAL MANAGEMENT</b>									
<b>MFO 2</b>									
<b>Cash Management 2</b>									
<b>2.1 Disbursement services</b>	Maximized utilization of Cash Allocation intended for the university w/ approved processed documents, customer satisfaction and error free.	Reviewed & signed checks in the absence of the Cashier.	50	58	5.0	5.0	4.5	4.8	
<b>2.2 Collection Services</b>	Collected, receipted & deposited promptly all income of the University w/ customer satisfaction & error free.	Received & receipted all income of the university (by fund)	5,000	5,630	5.0	5.0	5.0	5.0	
	Deposited promptly all income of the university	Deposited daily collections intact to our depository bank (by fund)	200	260	5.0	5.0	5.0	5.0	
	Number of deposit slips deposited intact with the bank	Recorded daily collection and validated deposit slip in the cash book	90%	100%	5.0	5.0	4.5	4.8	
	Developed system in easy access of semester and school year in paying accounts w/ customer satisfaction and error free	Updated and monitored cash book	7	7	5.0	5.0	4.5	4.8	
		Implemented the system.	90%	100%	5.0	5.0	4.5	4.8	
<b>2.3 Financial Reports</b>	Financial mandated Reports submitted to office concerned on the prescribed time and error free	Verified & signed Report of Collections	230	260	5.0	5.0	5.0	5.0	
<b>2.4 Student Services</b>									
<b>ADMINISTRATION SUPPORT SERVICES &amp; MANAGEMENT</b>									
<b>MFO 3</b>									
	Complied the COA rules in Collection functions.	Implemented recommendation	100%	100%	5.0	5.0	5.0	5.0	
	7AM to 7PM collection services to accommodate payments during enrollment w/ customer satisfaction and error free.	Collected school fee	4,000	5,430	5.0	4.5	4.5	4.7	
<b>Total Over-all Rating</b>									<b>44.0</b>

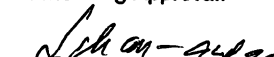
<b>Average Rating (Total Over-all rating divided by 9)</b>		<b>4.89</b>
<b>Additional Points:</b>		
Approved additional points (with copy of approval)		
<b>FINAL RATING</b>		<b>4.89</b>
<b>ADJECTIVAL RATING</b>		

Comments & Recommendations for Development Purpose:  
*she has to be developed, she has the potential to become future leader in this institution*

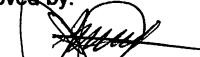
Evaluated & Rated by:

  
**CORAZON U. NUEVO**  
 Dept./Unit Head  
 Date:

Recommending Approval:

  
**LOUELLA C. AMPAC**  
 Director of Finance  
 Date:

Approved by:

  
**REMBERTO A. PATINDOL**  
 Vice President  
 Date:

## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan - June, 2018  
 Name of Staff: DOHILING, RAQUEL Position: AOI

**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. Leadership & Management <i>(For supervisors only to be rated by higher supervisor)</i>					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					50
Average Score					4.83

Overall recommendation : Has the potential to be a future leader

Corazon C. Huevo  
Name of Head

## EXHIBIT I

### PERFORMANCE MONITORING FORM

Name of Employee: RAQUEL H. DOHILING

Task No.	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Received & receipted daily income of the university	Daily	Within the day	Immediately upon presenting the request	Very impressive	O	
2	Deposited intact all collection to depository bank	Daily	Within the day	Within the day	Very impressive	O	
3	Recorded all collections to the collection book	Daily	On the following day	On the following day	Impressive	VS	
4	Assumed the duties of the head of office in her absence	As requested	Within the day/s requested	Immediately as designated	impressive	VS	
5	Prepared and generated deposit slip	Daily	Within the day	Within the day	impressive	VS	
6	Count all the monies turn-over by the Asst. CO.	Daily	Upon presented the collections assigned to	Before end of the day.	Very impressive	O	

		her for the day					
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\* Either very impressive, impressive, needs improvement, poor, very poor  
 \*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

  
 CORAZON U. NUEVO  
 Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RAQUEL H. DOHILING  
Performance Rating: \_\_\_\_\_

Aim: To be an excellent administrative Officer

Proposed Interventions to Improve Performance:

Date: March, 2018 Target Date: 2 quarters

First Step:

To update knowledge to be effective Collecting Officer and policies/regulations on  
Cash Management

Result:

Able to performed task assigned effectively.

Date: June, 2018 Target Date: 3<sup>rd</sup> quarter

Next Step:

Follow up learning skills through trainings & seminars

Outcome

Effective front liner staff and ready to face challenges.

Final Step/Recommendation:

Perform task effectively & efficiently

Prepared by:

  
CORAZON U. NUEVO

\_\_\_\_\_  
Unit Head