



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

**Annex P**

Name of Administrative Staff:

**LEONARDA P. OTIDA**

(retired)  
Nov. 7, 2020

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.67	70%	3.27
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
<b>TOTAL NUMERICAL RATING</b>			<b>4.67</b>

TOTAL NUMERICAL RATING:

4.67

Add: Additional Approved Points, if any:

4.67

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING


**4.67**

ADJECTIVAL RATING:

**OUTSTANDING**


Prepared by:

Reviewed by:

  
**LEONARDA P. OTIDA**  
Administrative Aide III

  
**ERLINDA S. ESGUERRA**  
Head, Accounting Office

Recommending Approval:

  
**LOUELLA C. AMPAC**  
Director, Financial Management Office

Approved:

  
**REMBERTO A. PATINDOL**  
Vice President, Administration and Finance Office

# **INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **LEONARDA P. OTIDA**, staff of the Accounting Office commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **July 1 to November 6, 2020**.

Administrative  
support services

**LEONARDA P. OTIDA** (retired Nov 7, 2020)  
Ratee

Approved:

**ERLINDA S. ESGUERRA**

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	July-Nov 2020	Percentage of Accomplish	Details of Accomplishment	Rating				Remarks
						Q¹	E²	T³	A⁴	
<b>DISBURSEMENT/ PROCESSING SERVICES</b>	No. of projects controlled error free	Control Project/Releases under NGAS(20201050) funded by DA-BAR, CHED, PCAARD, DENR, DOST & NEDA	40	118%	47	5	5	5	5.00	Controlled 47 projects
		Prepares Journal monthly balances per projects	40	118%	47	5	5	4	4.67	Monitored 47 projects
	No of financial documents	Obligates vouchers, payrolls, & PO's under NGAS Account	400	363%	1,450	5	4	5	4.67	Obligated 1450 financial documents
		Earmarks PR's,Contract of services, under NGAS accounts	80	119%	95	5	5	4	4.67	Earmarked 95 documents
<b>BOOKKEEPING SERVICES</b>	No of financial documentsobligate d/ liquidated error free	Encode the obligated voucher, payrolls, & PO's under NGAS Accounts	400	325%	1,300	5	4	5	4.67	Encoded 1300 financial docs.
		Posting check no. to the obligated documents	400	163%	650	5	5	5	5.00	Posted 650 Financial doc.
	Number of quarterly & terminal mfinanjcial project reports with supporting schedules prepared and submitted to funding agencies w/n the mandated time	Prepare Financial Report each project	20	130%	26	5	4	4	4.33	Prepared 26 reports
		Prepares schedule of recapituralted liquidations of each project	30	153%	46	5	5	4	4.67	Prepared 46 schedules
		Prepares schedule of accounts payable for each project	30	153%	46	5	4	5	4.67	Prepared 46 schedules
		Prepare liquidation report of accounts payable of the previous year of each projects	15	140%	21	5	4	4	4.33	Prepared 21 schedules




		Prepare Terminal report as project requires	2	200%	4	5	4	4	4.33	Prepared 4 reports
Administration Support Services & Management	Customer Friendly Service	Served clients with courtesy; immediate response to client needs and inquiries	100	100%	100	5	5	5	5.00	100% no complaint; Served clients with courtesy; immediate response to client needs and inquiries
<b>Total Over-all Rating</b>						<b>60.00</b>	<b>54.00</b>	<b>54.00</b>	<b>56.00</b>	
<b>Average Rating (Total Over-all rating)</b>					<b>4.67</b>		<b>Comments &amp; Recommendations for Development</b> <b>Purpose:</b> N.A. Retired employee			
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
<b>FINAL RATING</b>					<b>4.67</b>					
<b>ADJECTIVAL RATING</b>					<b>OUTSTANDING</b>					


1 - quality    2 - efficiency    3 - timeliness    4 - average

Evaluated and Rated by:

Recommending Approval:

Approved:

  
**ERLINDA S. ESGUERRA**  
Head, Accounting Office  
Date: \_\_\_\_\_

  
**LOUELLA C. AMPAC**  
Director, Financial Management  
Date: \_\_\_\_\_

  
**REMBERTO A. PATINDOL**  
VP for Administration and Finance  
Date: \_\_\_\_\_

## PERFORMANCE MONITORING FORM


Name of Employee: LEONARDA P. OTIDA (retired Nov. 7, 2020)

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all Assessment of Output**	Remarks/Recommendation
1	Control Project/Releases under NGAS(20201050)funded by DA-BAR, CHED, PCAARD, DENR, DOST & NEDA	Journals encoded & recorded	Start of Project	As soon as the complete documents submitted	1 day preparations	Very Impressive	Outstanding	
2	Prepares Journal monthly balances per projects	Prepared Monthly journal Balances	Monthly	End of Month	within a month	Impressive	Very Satisfactory	
3	Obligates vouchers, payrolls, & PO's under NGAS Account	Control & obligate vouchers, payrolls & PO's	daily	1 day preparations of documents	within a day	Very Impressive	Outstanding	
4	Earmarks PR's, Contract of services, under NGAS accounts	Earmarks, PRs, Appts. Of salaries, Honorarium	daily	1 day preparations	within a day	Impressive	Very Satisfactory	
5	Encode the obligated voucher, payrolls, & PO's under NGAS Accounts	Encode the obligated vouchers, payrolls, PO's to BAOM	daily	1 day of preparations	within a day	Very Impressive	Outstanding	
6	Posting of check no. to the obligated documents	Posting of chks issued to individual obligation	Monthly	5 days after the reports posted & receipted	2 days after	Impressive	Very Satisfactory	
7	Prepares schedule of recapitulalted liquidations of each project	Encode the paid obligated vouchers & payrolls for liquidation	Monthly	5 days preparations all funds	2 days after	Impressive	Very Satisfactory	
8	Prepares schedule of accounts payable for each project	Encode the obligated vouchers & payrolls for Accounts Payable	Monthly	5 days after preparations of necessary docs	2 days after	Impressive	Very Satisfactory	
9	Prepare Financial Report each project	Prepared Financial Reports by each projects	Quarterly, Semi-Annual, & Annually	5 days preparationm	3 days after	Impressive	Very Satisfactory	
10	Prepare liquidation report of accounts payable of the previous year of each projects	Prepared Financial Statements per project	Annually	5 days after preparations of necessary docs	3 days after	Impressive	Very Satisfactory	
11	Prepare Terminal report as project requires	Terminal	End of Project/ extension	after reconcilliation	upon reconciled	Impressive	Very Satisfactory	

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

  
**ERLINDA S. ESGUERRA**  
 Head, Accounting Office





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July 1 – November 6, 2020**

Name of Staff: **LEONARDA P. OTIDA**

(retired Nov. 7, 2020)

Position: **Administrative 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		56				



<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						
Average Score		4.67				

Overall recommendation : \_\_\_\_\_



**ERLINDA S. ESGUERRA**  
Head, Accounting Office

**Exhibit L**

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: **LEONARDA P. OTIDA** *(Retired)*

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: July 1 Target Date: November 6, 2020

First Step:

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Result:

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Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:

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Outcome: \_\_\_\_\_

Final Step/Recommendation:

Prepared by:

  
**ERLINDA S. ESGUERRA**  
Unit Head

Conforme:

  
**LEONARDA P. OTIDA**  
Name of Ratee Faculty/Staff