

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **TERESITA G. MANATAD**


| Particulars (1) | Numerical Rating (2) | Percentage Weight 70% (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|---------------------------------|---|
| 1. Numerical Rating per IPCR | 4.73 | 4.73 x 70% | 3.31 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.33 | 4.33 x 30% | 1.30 |
| TOTAL NUMERICAL RATING | | | 4.61 |

TOTAL NUMERICAL RATING: **4.61**
 Add: Additional Approved Points, if any: **0.00**
 TOTAL NUMERICAL RATING: **4.61**

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:

Reviewed by:



MYRNA S. PANCITO
 Admin. Officer V


LOUELLA C. AMPAC
 Director for Finance

Recommending Approval:


REMBERTO A. PATINDOL
 Chairman, PMT

Approved:


EDGARDO E. TULIN
 President


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)


I, TERESITA G. MANATAD, of the Budget Office commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period measures for the period July1 - December31, 2018



TERESITA G. MANATAD
Ratee

Approved: 
MYRNA S. PANCITO
Head of Unit

| MFO & PAPs | Success Indicators | Tasks Assigned | Target | Percentage of Accomplishment as of Dec. 31, 2013 | Details of Actual Accomplishme | Rating | | | | Remarks |
|--|--|---|--|--|--------------------------------|--|----------------|----------------|----------------|---------|
| | | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| Certified Financial Documents/Reports | Number of transaction recorded/encoded right after receipt of documents, error free | Records/Encodes daily, obligated Purchase Orders, Vouchers & Payrolls under Special Trust Fund Accounts to BAOM | 95% : 2600 documents under STF | 110% | 3805 | 5 | 5 | 4 | 4.67 | |
| | Number of sub-allotment & projects controlled 2 days upon receipt, error free | Controls office/center/dept . augmentation under STF and encode income from STF Projects to Registry of Receipts & Obligations Subsidiary Ledger of curent and prior years expenses | 95% : 3600 documents under STF & income recorded to 176 proj/mo. | 115% | 5505 | 5 | 5 | 4 | 4.67 | |
| | Number of documents obligated, 2 days upon receipt, error free | Obligates vouchers,purchase orders and payrolls and files BUR & vouchers copy under Fund 164(STF) | 95% :2600documents obligated & filed under STF | 115% | 3500 | 5 | 5 | 4 | 4.67 | |
| | Number of documents earmarked, 2 days upon receipt, error free | Earmarks Job Orders, Contract of services, Purchase Requests, RIS and fund transfer under Fund 164(STF) Projects | 90% :1150 document earmarks | 120% | 230 | 5 | 5 | 4 | 4.67 | |
| | Number of status of funds monthly, quarterly and year-end status prepared within prescribed period, error free | Prepares monthly, Quarterly & year-end status of funds under Fund 164 (STF) projects | 20 internal reports | 200% | 40 | 5 | 5 | 4 | 4.67 | |
| Administrative Support services and Management | Efficient & customer-Friendly Frontline Service | Entertain clients and observe no noon break policy | Zero percent complaint from clients served | 100% | Zero Complaint | 5 | 5 | 5 | 5.00 | |
| Total Over-all Rating | | | | | 4.93 | 30 | 30 | 25 | 28.35 | |
| Average Rating (Total Over-all rating divided by # of entries) | | | | | | Comments & Recommendations for Development Purpose: Christmas arrives to work on time. Please not require constant supervision. Because to attend LARGE from me. | | | | |
| Additional Points: | | | | | | | | | | |
| Punctuality | | | | | | | | | | |
| Approved Additional points (with copy of approval) | | | | | | | | | | |
| FINAL RATING | | | | | 4.93 | | | | | |
| ADJECTIVAL RATING | | | | | | | | | | |

Evaluated & Rated by:

MYRNA S. PANCITO
Head
Date: _____

Recommending Approval:

LOUELLA C. AMPAC
Director, Finance
Date: _____

Approved:

REMBERTO A. PATINDOL
Vice Pres. For Admin.
Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1- December 31, 2018

Name of Staff: TERESITA G. MANATAD

Position: ADMIN. AIDE VI

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 | 52 | | | | |
| 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 | | | | | |
| Average Score | 4.33 | | | | |

Overall recommendation : _____


MYRNA S. PANCITO
 Name of Head

PERFORMANCE MONITORING FORM

Name of Employee: TERESITA G. MANATAD

| 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 | Obligates, records/encodes transaction right after receipt of documents | Obligated, recorded/encoded documents under Special Trust Fund Account to BAOM | Various dated from July-Dec. 2018 | Daily from July - Dec. 2018 | Daily from July - Dec. 2018 | O | O | the documents were released one day upon receipt |
| 2 | Controls sub-allotment and projects | Controlled office/center/dept. augmentation under STF projects to Registry of Receipts & Obligations Subsidiary Ledger of current and prior years expenses | Various dated from July-Dec. 2018 | Daily from July - Dec. 2018 | Daily from July - Dec. 2018 | O | O | the documents were released two days upon receipt |
| 3 | Obligates vouchers, purchase orders and payrolls and files BUR & vouchers copy under Fund 164 | Numbers of documents obligated, 2 days upon receipt, error free | Various dated from July - Dec. 2018 | Daily from July - Dec. 2018 | Daily from July - Dec. 2018 | VS | VS | the documents were released two days upon receipt |
| 4 | Earmarks Job orders, Contract of services, Purchase Requests, RIS and fund transfer under Fund 164 (STF) Projects | Number of documents earmarked, 2 days upon receipt, error free | Various dated from July - Dec. 2018 | Daily from July - Dec. 2018 | Daily from July - Dec. 2018 | VS | VS | the documents were released two days upon receipt |
| 5 | Prepares monthly, quarterly & year-end status of funds under Fund 164 (STF) Projects | Number of status of funds monthly, quarterly and year-end status prepared within prescribed period, error free | Various dated from July - Dec. 2018 | Every 5th at the end of the month, quarter & year | Every 10th at the end of the month, quarter & year | O | O | submitted reports within mandated time |
| 6 | Efficient & customer-friendly frontline service | Entertained clients and observed no noon break policy | Various dated from July - Dec. 2018 | Daily from July - Dec. 2018 | Daily from July - Dec. 2018 | VS | VS | zero complaint from clients served |

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

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

Prepared by:


MYRNA S. PANCITO
 Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Teresita G. Manatad
Performance Rating: Outstanding

Aim: To develop the employee's competitiveness among colleagues and to explore new ways of delivering outputs.

Proposed Interventions to Improve Performance:

Date: July1,2018

Target Date: December, 2018

First Step: Send to Commision on Audit(COA) Training entitled : Laws and Rules on Government Expenditures (LARGE) on August 28-31, 2018.

Result:Provide a common understanding of and uniform interpretation of laws, rules and regulations on government expenditures and disbursements.

Date: _____ Target Date: _____

Next Step:

Outcome: Developed skills and increased motivation through continuous update on work related trainings/ workshops. /Knowlegde dissemination on return to office.

Final Step/Recommendation:

I have been consistently impressed by her attitude towards her work and her performance on the job. She perform task effectively and efficiently.

Prepared by:


MYRNA S.PANCITO
Unit Head


TERESITA G. MANATAD
Printed Name and Signature of Employee