


COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff:		HERMINIA R. ALVARADO	
Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
13. Numerical Rating per IPCR	4.88	4.88 x 70%	3.42
14. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	4.83 x 30%	1.45
TOTAL NUMERICAL RATING			4.87


TOTAL NUMERICAL RATING: 4.87
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.87

ADJECTIVAL RATING: OUTSTANDING


Prepared by:


HERMINIA ALVARADO
Administrative Aide IV


Reviewed by:


ERLINDA S. ESGUERRA
Head, Accounting Office

Recommending Approval:


LOUELLA C. AMPAC
Director for Finance

Approved:


REMBERTO A. PATINDOL
Vice Pres. for Admin and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **HERMINIA R. ALVARADO**, staff of the Accounting Office commits to deliver and agree to be rated on the attainment of following accomplishments in accordance with the indicated measures for the period July 1, 2019 to December 10, 2019.

HERMINIA R. ALVARADO

Ratee

Approved:

ERLINDA S. ESGUERRA

Head of Unit

MFO & PAP's	Success Indicators	Tasks Assigned	2019 Target	Percentage of Accomplishments	Details of Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
Acctg MFO2: Disbursement / Processing Services	No. of entries posted right after the receipt of documents	Posts salaries, honorarium, overtime, stipend, RATA, etc. of regular staff, & Phil. Carabao Center regular staff in the Index of Payments (IP)	19,000	105%	20,255	5	5	5	5.00	
	No. of entries prepared for remittances right after the payroll has finalized	Prepares draft of all deductions for remittances (VSUCC, Pagibig, GSIS, WTAX, PHILHEALTH, TUITION, LBP-Sal, etc.)	550	115%	658	5	5	5	5.00	
	No. of records updated error free	Updates employees records in the database (loans, salary increase, change of status, etc.)	683	105%	785	5	5	4	4.67	
	No. of documents processed within 3 days after receipt	Processes updates of records to Philhealth & Pagibig	95	105%	98	5	5	5	5.00	
	No. of staff cleared error free	Countersigns clearance of regular staff	45	105%	65	5	5	4	4.67	
	No. of regular employees	Computes withholding tax of regular employees	700	115%	825	5	5	4	4.67	
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
	Number of external linkages for improved financial mgmt developed/ maintained	Facilitates external linkages for the improvement of financial transactions	6	100%	6	5	5	5	5.00	6 external linkages (COA, GSIS, BIR, PHILHEALTH, PAG-IBIG, and LBP)
Total Over-all Rating						40	40	37	39.00	

Average Rating (Total Over-all rating divided by # of entries)	4.88
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.88
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:

Retired December 10, 2019

Evaluated and Rated by

ERLINDA S. ESGUERRA
Head, Accounting Office

Date :

1. quality 2. efficiency 3. Timeliness 4. average

Recommending Approval:

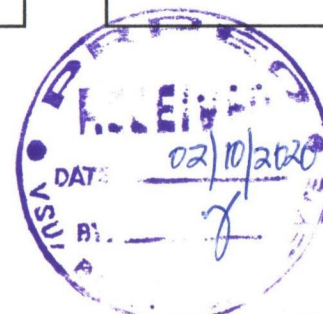
LOUELLA C. AMPAC
Director for Finance

Date: 2/1/20

Approved:

REMBERTO A. PATINDOL
Vice Pres. for Admin. and Finance

Date:



Control No. 34

PERFORMANCE MONITORING FORM

Name of Employee: **HERMINIA R. ALVARADO**

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	Posting of salaries, honorarium, overtime, RATA, etc. of regular staff & Phil. Carabao Center regular staff in the index of payments	Payrolls received, posted and release	per quincena	3 days after receipt	2 & 1½ days	Very Impressive	Outstanding	
2	Prepared drafts of all deductions for remittances.	prepares drafts of all deductions	after posting of payroll	5 days	3 days	Very Impressive	Outstanding	
3	Updates employees records in the data base (loans, salary increase change of status, etc.)	updates records in the data base	daily	2 days	1 day	Impressive	Very Satisfactory	
4	Countersigned clearance of regular staff	countersigns clearance	daily	daily	daily	Very Impressive	Outstanding	

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

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

Prepared by:


ERLINDA S. ESGUERRA
 Head, Accounting Office

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1-Dec. 10, 2019

Name of Staff: **Herminia Alvarado** Position: Administrative Aide IV


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	5	4	3	2	1

improvement of his work accomplishment					
12 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	58				
Average Score	4.83				

Overall recommendation : _____


ERLINDA S. ESGUERRA
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: HERMINIA ALVARADO
Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 1 Target Date: October, 2019

First Step:
Training on BIR Rules and Regulations

Result: Improved Performance


Date: _____ Target Date: _____

Next Step:
Recommend for Promotion


Outcome: _____

Final Step/Recommendation:
Recommend for Promotion

Prepared by:


ERLINDA S. ESGUERRA
Unit Head

Conforme:


HERMINIA R. ALVARADO
Name of Ratee Faculty/Staff