

Annex P

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

Name of Administrative Staff: SANDRA C. TIU

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.93	4.93 x 70%	3.45
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	4.92 x 30%	1.48
TOTAL NUMERICAL RATING			4.93

TOTAL NUMERICAL RATING: 4.92
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.93

ADJECTIVAL RATING: OUTSTANDING


Prepared by:


SANDRA C. TIU
Administrative Assistant III


Reviewed by:


ERLINDA S. ESGUERRA
Head, Accounting Office

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Sandra C. Tiu**, of the Accounting 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 July 1 to Dec. 31, 2016

Satin
SANDRA C. TIU
Ratee

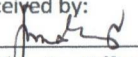
Approved:


Esguerra
ERLINDA S. ESGUERRA
Head of Unit


MFO & PAPs	Success Indicators	Tasks Assigned	2016 Target	Percentage of Accomplishments July- Dec. 2016	Details of Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
Bookkeeping Services	No. of entries encoded to BAOM and recorded error free	Encodes & records Check Disb. Journal and JEV for fund 161, 101trust, Cebu and RERC	4,000	117%	encoded and recorded 4,701 entries	5	5	5	5.00	
	No. of transactions posted error free	Posts transactions to SL and GL for fund 161 for the main campus.	4,200	119%	posted 5,020 transaction to SL and GL	5	5	5	5.00	
	No. of transactions posted error free	Consolidates all transactions of the branch campuses and post to SL and GL	100	115%	consolidated 115 transactions of branch campuses	5	5	5	5.00	
	No. of entries posted and computed error free	Posts for Property, Plant, and Equipt. and computes quarterly depreciation expenses	900	114%	posted 1,032 PPE	5	5	5	5.00	
	No. of vouchers, RIS and PR's prepared	Prepares vouchers, RIS and PR's with supporting documents needed for the office	8	112%	prepared 9 vouchers, RIS and PR's	5	5	5	5.00	
	No. of journals prepared within the mandated time	Prepares journals and JEV for fund 101trust, VSU Hospital, 101t Cebu, and RERC	120	119%	prepared 143 journals	5	5	5	5.00	
	No. of entries consolidated error free	Consolidates CKDJ for fund 101, 101T, VSU ospital, 101T Cebu and AREC	3,900	110%	consolidated 4,300 entries	5	5	5	5.00	
	No. of Trial Balance prepared within the mandated time	Prepares Trial Balance for fund 161 time	6	100%	prepared 6 trial balance	5	5	5	5.00	
	No. of schedules of A/R prepared within the mandated time	Prepares schedules of A/R	2	100%	prepared 2 schedules of A/R	5	5	4	4.67	
	No. of financial reports prepared within the mandated time	Prepares financial reports for submission to COA, DBM and GAS	8	125%	prepared 10 financial reports	5	5	4	4.67	
Total Over-all Rating						50	50	48	49	

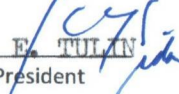
Average Rating (Total Over-all rating divided by # of				4.93
Additional Points:				
Punctuality				
Approved Additional points (with copy of approval)				
FINAL RATING				4.93
ADJECTIVAL RATING				

Comments &
Recommendations for
Development Purpose:

Received by: 
Planning Office

Calibrated by: 
R. A. PATINDOL
PMT

Recommending Approval: 
R. A. PATINDOL
Vice President

Approved: 
E. E. TULAN
President

Date: _____

Date: _____

Date: _____

Date: _____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1-December. 31, 2016

Name of Staff: Sandra S. Tiu Position: Administrative Assistant 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					
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	59				
Average Score	4.92				

Overall recommendation : _____


 ERLINDA S. ESGUERRA
 Name of Head