



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Ma. Melissa F. Mendoza

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.90	70%	3.430
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
TOTAL NUMERICAL RATING			4.91

TOTAL NUMERICAL RATING: 4.91
Add: Additional Approved Points, if any: 0
TOTAL NUMERICAL RATING: 4.91

FINAL NUMERICAL RATING 4.91

ADJECTIVAL RATING: Outstanding

Prepared by:
MA. MELISSA F. MENDOZA
Name of Staff

Reviewed by:
QUEEN-EVERY Y. ATUPAN
Department/Office Head

Recommending Approval:

RYSAN C. GUINOCOR
Dean/Director

Approved:

EDGARDO E. TULIN
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

Approval:

QUEEN-EVER Y. ATUPAN

Head of Unit

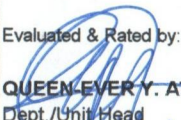
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ODAS STO 4:	Innovations & new Best Practices Development Services	PI. 10. Number of new systems/innovations/proposals introduced and implemented	Prepare Work Instruction in the preparation of checks payments for 101- TRUST-P-161- IGP,PCC,101-T-CEBU, STF-CEBU,VSU-H, & SHS	1 new system;	1 new system/innovation;	5	5	5	5.00	
UMFO6: General Administrative and Support Services (GASS)										
VPAF GASS 1: Administrative and Support Services Management										
ODAS GASS 1:	Administrative and Support Services	PI.17 Number of administrative services and financial/ administrative documents acted within time frame	Preparation, encoding and printing of communications and documents requested by clients	25 requests/administrative documents (transfer of payments to other bank accounts, etc.)	30 communications	5	5	5	5.00	
		PI. 18 No. of linkages with external agencies maintained	Maintain a good working relationship and linkage with landbank,COA and other agencies	3 Linkages (COA, BOT, LBP, Philhealth, GSIS,HDMF, Palawan, Cebuana)	3 Linkages (COA,LBP, HDMF)	5	5	5	5.00	
		PI.20 No. of staff meetings attended	Attend staff meeting	6 staff meetings	6 staff meetings	5	5	5	5.00	
ODAS GASS 4: Cashiering Services										
CASH MFO2	Disbursement /Processing	PI1. Number of approved vouchers and payrolls acted within prescribed period and error free	Conduct a final review of vouchers & payrolls as to completeness of signatures and attachments	250 approved payrolls and vouchers	1,834.00 approved payrolls and vouchers	5	5	4	4.67	
		PI2. Number of checks, LDDAP, ACIC and PAC'S issued and released within three days	Preparation, encoding and printing of checks and PACS	183 checks; 750 entries of LDDAP and PACS	2,177 checks; 750 entries of LDDAP and PACS	5	5	4	4.67	
		PI3. Number of Cash advances and Petty Cash Fund Maintained/facilitated for University Cash Disbursements.	QE.Atupan, MM.Mendoza, C.Sacro, R.Guinocor, L.Ampac	2 cash advance/Petty Cash Funds	5 cash advance/Petty Cash Funds	5	5	5	5.00	

CASH MFO3	Financial reports preparation	PI1. Number of daily/monthly financial reports of all funds prepared, consolidated, approved and submitted to accounting office with complete supporting document within the prescribe time, error free.	Report preparation, encoding and printing of Report of check issued for fund 101-trust, 161-IGP, PCC, 101-T-CEBU, 164-STF-CEBU, and SHS	12 daily/weekly reports 6 monthly reports	22 daily/weekly reports 23 monthly reports	5	5	4	4.67	
Total Over-all Rating									63.68	
Average Rating (Total Over-all rating divided by 14)		4.90	Recommend her for higher position.							
Additional Points:										
Punctuality										
Approved Additional points (with copy of)										
FINAL RATING		4.90								
Adjectival Rating		OUTSTANDING								


Evaluated & Rated by:


QUEEN-EVERY Y. ATUPAN
 Dept./Unit Head
 Date: 2/19/24

Recommending Approval:


ATTY. RYSAN C. GUINOCOR
 Director for Admin. Service Office
 Date: 2/12/24

Approved:


DR. EDGARDO E. TULIN
 Vice President, Admin. & Finance
 Date: 2/19/24

1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2023

Name of Staff: Ma. Melissa F. Mendoza 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

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



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	59				
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	4.92				

Overall recommendation : Recommend her for higher position.

QUEEN-EVER Y. LATUPAN

Printed Name and Signature
Head of Office

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EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ma. Melissa F. Mendoza

Performance Rating: 4.90

Aim: Improved Cash Disbursement Service and timely liquidation.

Proposed Interventions to Improve Performance:

Date: July 01, 2023

Target Date: September 30, 2023

First Step: Monitor her in the conduct of cash disbursing to clients and encourage her to timely liquidate cash advances.

Result: Cash disbursements was properly managed and timely liquidation was being facilitated.

Date: October 01, 2023

Target Date: December 31, 2023

Next Step: Instruct her to be more mindful of her health especially during the peak time of TES and TDP check preparations.

Outcome: TES & TDP checks were successfully prepared and finished on December 2023.

Final Step/Recommendation:

Recommend her for higher position.

Prepared by:

QUEENEVERY ATUPAN

Unit Head

Conforme:

MA. MELISSA F. MENDOZA

Name of Ratee Faculty/Staff