Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **MARIA TERESA A. CRUZ**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.13	4.13 x 70%	2.89
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.41	4.41 x 30%	1.32
		TOTAL NUMERICAL RATING	**4.21**

TOTAL NUMERICAL RATING: **4.21**
Add: Additional Approved Points, if any: **0.00**
TOTAL NUMERICAL RATING: **4.21**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

ARLIN B. FLANDEZ
Administrative Aide VI

Reviewed by:

FRANCISCO G. GABUNADA JR.
Executive Assistant, OP

Recommending Approval:

REMBERTO A. PATINDOL
Chairman, PMT

Approved:

EDGARDO E. TULIN
President

"Exhibit A"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARIA TERESA A. CRUZ, of the Internal Audit Service Office (IASO) commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period August 1 to December 29, 2017.

MARIA TERESA A. CRUZ
Ratee

FRANCISCO G. GABUNADA
Executive Officer

MFO No.	MFOs/PAPs	Success Indicators	Tasks Assigned	2017 Target	Percentage of Accomplishment Aug. to Dec. 29 '17	Details of Accom-plishment	Rating Q1	E2	T3	A4	Remarks
6	General Administration Support Services	Number of Internal Control Systems (ICS) evaluated within 45 days from start of review	Conduct evaluation of Internal Control Systems (ICS)	1	200%	2	4	5	4	4.33	
		Number of Public biddings assisted in relation with RA 9184	Attend meetings		700%	7	4	4	4	4	
	Financial Management Services	Annual program prepared within January 15	Prepare audit program	1	N/A	N/A					
		Assessment of accounting procedures	a)actual audit performed	2	150%	3	5	4	4	4.33	
			b) Submit semi-annual report on audit assessment	1	200%	2	4	4	4	4	
		Number of Monthly IGP Financial Reports verified within 7 days from receipt	a) Review financial reports and corresponding working papers	210	117%	246	5	4	4	4.33	
			b) Prepare communication on deficiencies noted during the review.	7	229%	16	4	4	4	4	
		Number of Property, Plant and Equipment disposal assisted in relation with adherence to provisions of RA9184	Perform eligibility check and witness the actual disposal of VSUs PPE	1	100%	1	4	5	4	4.33	
		Number of of physical inventory count witnessed within the day	Witnessed the physical inventory	1	100%	1	4	4	4	4	
	Financial documents processed/GASS	Number of Canvass Papers/Request for Quotation opened, processed and verified within the day	Open the Request for Quotation of different suppliers and reviews entries reflected on the PR against canvass papers and APP	500	148%	741	4	4	4	4	
	Efficient and customer-friendly assistance	Zero complaint from clients	Receive and release RFQ	No complaint	100%	0	4	4	4	4	
	Total Over-all Rating						42	42	40	41.32	
	Average Rating						4.2	4.2	4	4.13	
	Adjectival Rating										

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

Received by:
TERESITA L. QUIÑANOLA
Planning Office Date:________

Calibrated by:
REMBERTO A. PATINDOL
PMT Date:________

Approved by:
EDGARDO E. TULIN
President Date:________

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARIA TERESA A. CRUZ, 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 July 1- 31, 2017.

Approved: Recommending Appproval:

MARIA TERESA A. CRUZ
Ratee

LOUELLA C. AMPAC
Director for Finance

REMBERTO A. PATINDOL
VP for Admin. & Finance

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Percentage of Accomplishment as of July, 2017	Details of Actual Accomplishment	Rating Q[1]	E[2]	T[3]	A[4]	Remarks
Certified Financial Documents/Reports	No. of financial documents processed (vouchers, payrolls, appointment, PO, PRs , contract for services, certification) within within 2 days after receipt with client satisfaction	Reviews and certifies financial documents (vouchers, payrolls, and etc.) as to availability of appropriation; prepares request for funding terminal leave pay , follow up and get SARO & NCA from DBM	Signs and certifies 2,381 documents ,1 request for TLB funding; within 2 days upon receipt	100%	2381 documents= payroll, vouckers, RIS, Purchase Request, Appointments, Contracts for Svcs. Fund transfers & 1 TLB-funding requests 1 day upon request	5	5	5	5.00	
	No. of Budget Reports (SAOB, FAR's); monthly, quarterly reports prepared & provided financial data within prescribed period of time error free	Prepares Budget Execution Document, Financialt Accountability Reports monthly, & quarterly reports required by DBM, COA, etc & provides financial data, AACCUP and other offices.	10 Budget Reports/. Docs. &Budget Financial Accountability reports(BFAR's) certified & approved by the President and other Financial Reports for internal use.	100%	10 budgetary accountability reports, certified correct and approved by the President, submitted on time, error free, on file & other internal reports for AACCUP, etc.	4	3	3	3.33	
Administrative & Support Services Mgmt.	Efficient & customer-Friendly Frontline Service	Plans activities and supervises office staff , prepares communications & files documents of the office.	Zero percent complaint from clients served	100%	Zero percent complaint	5	5	4	4.67	
Total Over-all Rating						14	13	12	39	
Average Rating (Total Over-all rating divided by # of					4.33	**Comments & Recommendations for Development Purpose:**				
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING					4.33					
ADJECTIVAL RATING										

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

Received by:
TERESITA L. QUIÑANOLA
Planning Office
Date: ________

Calibrated by:
REMBERTO A. PATINDOL
PMT, Chairman
Date: ________

Approved:
EDGARDO E. TULIN
President
Date: ________

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: August 1 to December 29, 2017
Name of Staff: *Maria Teresa A. Cruz* *Position:* *Accountant II*

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	75				
Average Score	4.41				

Overall recommendation : ______________________________

FRANCISCO G. GABUNADA
Name of Head