



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Fe C. Calunangan

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.89	70%	3.423
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.500
TOTAL NUMERICAL RATING			4.92

TOTAL NUMERICAL RATING: 4.92
Add: Additional Approved Points, if any: 0
TOTAL NUMERICAL RATING: 4.92

FINAL NUMERICAL RATING 4.92

ADJECTIVAL RATING: Outstanding

Prepared by:
FE C. CALUNANGAN
Name of Staff

Reviewed by:
QUEEN-EVERY ATUPAN
Department/Office Head

Recommending Approval:

RYSAN C. GUINOCOR
Dean/Director

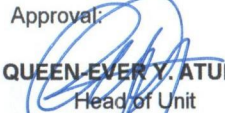
Approved:

DANIEL LESLIE S. TAN
Vice President

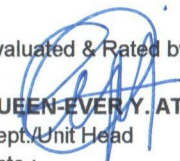


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **FE C. CALUNANGAN**, Admin. Aide IV of **OFFICE OF THE CASHIER** commits to deliver and agree to be rated on the attainment of the following targets and for the period **January 1 - June 30, 2023**


FE C. CALUNANGAN
 Ratee

Approval:

QUEEN-EVER Y. ATUPAN
 Head of Unit

No.	MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplish	Rating				REMARKS
						Q1	E2	T3	A4	
UGAS5. SUPPORT TO OPERATIONS										
OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS										
ODAS/HRM STO 1:	ISO 9001:2015 aligned documents and compliant processes	PI. 1. Percentage of clients served rated the services received at least very satisfactory or higher	Accomodated various requests and inquiries from clients	95% of clients rated services as very satisfactory or higher	95% of clients rated services as very satisfactory or higher	5	5	5	5.00	
		PI. 3 Number of administrative processes implemented in accordance with existing approved quality procedures	Contribute in the Review & Revision of quality procedures & citizen's quarter for Collection and Report	3 processes implemented according to QP	3 processes implemented according to QP	5	5	5	5.00	
		PI. 4 Number of Reports submitted to COA	Prepared & submit soft copy Report of Collection for all funds to COA	120 - hard/soft copy	298-hard & soft copy	5	5	5	5.00	
		PI.7 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor	File & keep records of Report of Collection as ISO evidence ready for audit	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	5	5	5	5.00	
UMFO6: General Administrative and Support Services (GASS)										
VPAF GASS 1: Administrative and Support Services Management										
ODAS/HRM GASS 1:	Administrative and Support Services	PI. 17 Number of administrative services and financial/ administrative documents acted within time frame	Prepare and print Special Report of Collection when requested. Facilitate requests of duplicate copy of Official Receipts	25 requests/admini strative documents (clearances, readmission, open bank accounts,etc.)	38 requests/ad ministrative documents (clearances, readmission, open bank accounts,etc .)	5	5	4	4.67	

		Pl. 18 No. of linkages with external agencies maintained	Maintain a good working relationship and linkage with COA and Landbank	1 Linkage	1 Linkage	5	5	5	5.00	
ODAS/HRM GASS 4: Cashiering Services										
CASH MFO3	Financial reports preparation	Pl1. 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.	Prepare daily/monthly report of collections for all funds	100 daily/monthly report	137 daily/monthly report	5	4	4	4.33	
CASH MFO4	Collection Services	Pl1. Number of official receipts issued for collection	Review OR's and deposit slips for input in the report of collection & attach OR's & deposit slips as supporting documents	2250 official receipts	25,501 official receipts reviewed	5	5	5	5.00	
		Pl1. Number of deposits of daily collection following COA rules to be deposited intact on the following working day	Review daily deposit slips as attachment to the report of collection	550 deposit slips	1,305 deposit slips	5	5	5	5.00	
Total Over-all Rating									44.00	
Average Rating				4.89	Comments & Recommendations for Development Purpose: Encourage her maintain a healthy lifestyle and apply a work-life balance.					
Additional Points:										
Punctuality										
Approved additional points (with copy of approval)										
FINAL RATING				4.89						
ADJECTIVAL RATING				Outstanding						
<div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="width: 30%;"> <p>Evaluated & Rated by:</p> <p></p> <p>QUEEN-EVERY Y. ATUPAN</p> <p>Dept./Unit Head</p> <p>Date : _____</p> </div> <div style="width: 30%;"> <p>Recommending Approval:</p> <p></p> <p>ATTY. RYSAN C. GUINOCOR</p> <p>Director for Administration</p> <p>Date: _____</p> </div> <div style="width: 30%;"> <p></p> <p>DR. DANIEL LESLIE S. TAN</p> <p>Date: _____</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average </div>										



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2023

Name of Staff: Fe C. Calunangan

Position: Administrative Aide IV

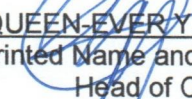
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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 improvement of his work accomplishment	5	4	3	2	1

12. Willing to be trained and developed	5	4	3	2	1
Total Score	60				
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	5.00				

Overall recommendation : Thank you for your excellent service. Keep it up!


 QUEEN-EVERY Y. ATUPAN
 Printed Name and Signature
 Head of Office

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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Fe C. Calunangan

Performance Rating: 4.89

Aim: Improved reporting of collections and deposits.

Proposed Interventions to Improve Performance:

Date: January 01, 2023 Target Date: March 31, 2023

First Step: Orient her on the implementation of COA procedure in reporting collections through banks and online payments.

Result: Reports of Collection and Deposits were submitted before deadlines and the new procedure was smoothly implemented.

Date: April 01, 2023 Target Date: June 30, 2023

Next Step: Encourage her to mentor existing personnel and to update reports to facilitate a smooth succession of assignments.

Outcome: Existing personnel was being mentored and reports were updated.

Final Step/Recommendation:

Encourage her maintain a healthy lifestyle and apply a work-life balance.

Prepared by:


QUEEN-EVERY Y. ATUPAN
Unit Head

Conforme:


FE C. CALUNANGAN
Name of Ratee Faculty/Staff