



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

**Annex P**

Name of Administrative Staff: **PRISCO P. VIDAL**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.58	70%	3.21
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
<b>TOTAL NUMERICAL RATING</b>			<b>4.61</b>

TOTAL NUMERICAL RATING: 4.61

Add: Additional Approved Points, if any:       

TOTAL NUMERICAL RATING: 4.61

FINAL NUMERICAL RATING 4.61

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

  
**PRISCO P. VIDAL**  
Administrative Aide VI


10/12/2020

Reviewed by:

  
**ERLINDA S. ESGUERRA**  
Head, Accounting Office

10/12/2020

Recommending Approval:

  
**LOUELLA C. AMPAC**  
Director, Finance and Management Office

10/12/2020

Approved:

  
**REMBERTO A. PATINDOL**  
Vice President, Administration and Finance Office

10/13/2020

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **PRISCO P. VIDAL**, of the Accounting Office commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January-March, 2020**.

**PRISCO P. VIDAL**

Ratee

Approved:

**ERLINDA S. ESGUERRA**

Head of Unit

MFO & PAP's	Success Indicators	Tasks Assigned	2020 Target	Percentage Accomplishments	Details of Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Disbursement/Processing Services	No. of documents checked/pre-audited within 3 days after receipt	Pre-audit vouchers, payrolls, P.O. and other financial documents	2,300	139.13%	3,200	5	5	4	4.67	
	No. of documents checked/pre-audited within 3 days after receipt	Pre-audit vouchers for cash advances for petty cash and bonded officials	200	150.00%	300	5	5	5	5.00	
	No. of cash advance voucher and liquidation report posted within 3 days after receipt	Posts Cash Advances and liquidations reports to ledger cards	175	142.86%	250	5	4	5	4.67	
	No. of purchases inspected after receipt	Inspects supplies and materials purchases	1,000	150.00%	1,500	5	4	4	4.33	
	No. of inventories attended	Attends inventory of supplies and materials projects	15	106.67%	16	5	4	4	4.33	
Innovation and Best Practices Services or Continual Improvement and Management	Number of innovation for improved university operations	Assists in innovations for the improvement of university operations	1	100.00%	1	5	4	4	4.33	use of IP to follow up liquidation
	Number of best practices achieved	Assists in the best practices achieved	1	100.00%	1	5	4	4	4.33	immediate action on the request
Administration Support Services & Management	Customer Friendly Service	Served clients with courtesy; immediate response to client needs and inquiries	100	100.00%	100	5	5	5	5.00	100% no complaint; Served clients with courtesy; immediate response to client needs and inquiries
<b>Total Over-all Rating</b>						<b>40</b>	<b>35</b>	<b>35</b>	<b>36.67</b>	
Average Rating (Total Over-all rating divided by # of entries)					<b>4.58</b>	<b>Comments &amp; Recommendations for Development Purpose:</b> Retired last March 2020				
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
<b>FINAL RATING</b>					<b>4.58</b>					
<b>ADJECTIVAL RATING</b>					<b>OUTSTANDING</b>					

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

Evaluated and Rated by:

**ERLINDA S. ESGUERRA**

Head, Accounting Office

Date: 10/12/2020

Recommending Approval:

**LOUELLA C. AMPAC**

Director, Finance Office

Date: 10/12/2020

Approved:

**REMBERTO A. PATINDOL**

VP for Administration and Finance

Date: 10/12/2020



## PERFORMANCE MONITORING FORM


**Name of Employee: PRISCO P. VIDAL**

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	Pre-audit vouchers, payrolls, P.O. other financial documents	Pre-audited vouchers, payrolls, P.O. and other financial documents	Daily	30 minutes after audit	15 minutes after audit	Very Impressive	Outstanding	
2	Pre-audit vouchers for cash advances for petty cash and bonded officials	Pre-audited vouchers for cash advances for petty cash and bonded officials.	Daily	30 minutes after receipt	15 minutes after receipt	Very Impressive	Outstanding	
3	Posts Cash Advances and liquidations reports to ledger cards	Posted Cash Advances and liquidations reports to ledger cards.	Daily	30 minutes after receipt	15 minutes after receipt	Very Impressive	Outstanding	
4	Inspects supplies and materials purchases	Inspected supplies and materials purchased.	Daily	Immediately as requested	10 minutes after request	Very Impressive	Outstanding	
5	Attends inventory of supplies and materials of projects	Attended inventory of supplies and materials of projects.	Semi-annual	Semi-annual	Semi-annual	Impressive	Very Satisfactory	

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

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

Prepared by:

  
**ERLINDA S. ESGUERRA**  
 Head, Accounting Office

6/12/2020





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January 1 – March 30, 2020**

Name of Staff: **PRISCO P. VIDAL**

Position: **Administrative Aide VI**

**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		56				

**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.

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						
Average Score		4.67				

Overall recommendation : \_\_\_\_\_

  
**ERLINDA S. ESGUERRA**  
 Head, Accounting Office

10/12/2020



**Exhibit L**

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: **PRISCO P. VIDAL** (*Retirable*)

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 1 Target Date: \_\_\_\_\_

First Step:

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Result:

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Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:

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Outcome: \_\_\_\_\_

Final Step/Recommendation:

Prepared by:

 10/12/2020  
**ERLINDA S. ESGUERRA**  
Unit Head

Conforme:

 10/12/2020  
**PRISCO P. VIDAL**  
Name of Ratee Faculty/Staff