



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Jennifer G. Tinaja

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.70	70%	3.290
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.350
TOTAL NUMERICAL RATING			4.64

TOTAL NUMERICAL RATING: 4.64
Add: Additional Approved Points, if any: 0
TOTAL NUMERICAL RATING: 4.64

FINAL NUMERICAL RATING 4.64

ADJECTIVAL RATING: Outstanding

Prepared by:

JENNIFER G. TINAJA
Name of Staff

Reviewed by:

QUEEN-EVER Y. ATUPAN
Department/Office Head

Recommending Approval:

RYSAN C. GUINOCOR
Dean/Director

Approved:

DANIEL LESLIE S. TAN
Vice President

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JENNIFER G. TINAJA**, an administrative staff of the **CASH 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 of **January 4 to DECEMBER 31, 2021**.

Approval:


JENNIFER G. TINAJA

Ratee


QUEEN-EVER Y. ATUPAN

Head of Unit

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	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	All Cash office staff	95% of clients rated services as very satisfactory or higher	100% of clients rated services as very satisfactory or higher	5	5	5	5	
		PI. 4 Number of Reports submitted to COA	Generate and prepare Summary of Student's Accounts Receivable per quarter	4 COA reports	4COA reports	4	4	5	4.33	
		PI. 5 Percentage updating of students' payment using Cumulus	Generate, update and records Student account	100% monthly updating and posting of payments using the Cumulus System	100% monthly updating and posting of payments using the Cumulus System	4	4	5	4.33	
		PI.7 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor	File documents and keep records as evidence during ISO audit	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	5	5	5	5	

VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS/HRM STO 3:	ARTA aligned frontline services	PI. 9 Efficient & customer friendly frontline service	Entertain and accommodate all clients request	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5
VPAF STO4: INNOVATIONS & BEST PRACTICES									
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	Validate exam permit, assess and countersign clearance; and print statement of accounts and certification of fees as requested	400 requests/administrative documents (clearances, readmission, open bank accounts etc.)	983 requests	5	4	4	4.33
		PI. 18 No. of linkages with external agencies maintained	Maintain linkage and good working relationship with COA	1 linkage (COA)	1 linkage (COA)	5	5	5	5
ODAS/HRM GASS 4: Cashiering Services									
CASH MFO5	Student Services	PI1. Number of students records of accounts maintained, validated and updated for college and high school students	Generates, updates and validates students accounts	7000 students 10,000 old accounts	16,649 students (2 semesters) and 385 Junior High school and 25,872 old accounts	5	4	4	4.33
		PI2. Number of quarterly Reports of Accounts Receivable, Monthly Report of Collection (per School Year) and Breakdown of Assessment per Semester prepared.	Generate and prepares quarterly report of Account Receivable and monthly report of collection (per school year and semester)	43 reports of accounts by semester	106 reports of accounts by semester	4	5	5	4.67
			Print, issue and validate temporary clearance, validate/unlock students accounts in	5000 students	8,744 students	5	5	5	5

Total Over-all Rating	46.99								
Average Rating (Total Over-all	4.70	Comments & Recommendations for Development Purpose: she needs to improved her filing skills by applying BS on her workplace.							
Additional Points:									
Punctuality									
Approved additional points(vith									
FINAL RATING									
ADJECTIVAL RATING	Outstanding								

Evaluated & Rated by:

Recommending Approval:

Approved by:


QUEEN EVER Y. ATUPAN

Head, Cash Office

Date: _____

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average


RYSAN C. GUINOCOR

OIC, ODAS

Date: _____


DANIEL LESLIE S. TAN

Vice President for Admin & Finance

Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2021

Name of Staff: Jennifer G. Tinaja Position: Administrative Aide 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	54				
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	4.50				

Overall recommendation : She needs to improved her filing skills by applying 5S on her work place.


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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Jennifer G. Tinaja
Performance Rating: 4.70

Aim: Improved reports of Student's accounts Receivables.

Proposed Interventions to Improve Performance:

Date: July 1, 2021 Target Date: September 30, 2021

First Step: One on one coaching was done to improve the presentation of her report.

Result: The schedule of accounts receivable for the college and OGS students was well presented.

Date: October 1, 2021 Target Date: December 31, 2021

Next Step: Report of Collection from students per semester and per quarter was being closely monitored.

Outcome: A more comprehensive report was being produced.


Final Step/Recommendation:

She needs to improved her filing skills by applying 5S on her workplace.

Prepared by:


QUEEN EVER Y. ATUPAN
Unit Head

Conforme:


JENNIFER G. TINAJA
Name of Ratee Faculty/Staff