



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **ALICIA M. FLORES**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.97	4.97 x 70%	3.48
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	4.82 x 30%	1.45
TOTAL NUMERICAL RATING			4.93

TOTAL NUMERICAL RATING: 4.93
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.93

FINAL NUMERICAL RATING 4.93

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


ALICIA M. FLORES
Administrative Officer V 1/25/24

Reviewed by:


LOUELLA C. AMPAC
Immediate Supervisor 1/25/24

Recommending Approval:


LOUELLA C. AMPAC
Financial Management Director 1/25/24

Approved:


EDGARDO E. TULIN
OIC, Vice President for Admin. & Finance 1/25/24

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ALICIA M. FLORES**, Head 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-December 31, 2023

Submitted by:

ALICIA M. FLORES
Head of Unit

1/25/24

Approved:

LOUELLA C. AMPAC
Director of Finance

1/25/24

UFMO 5: Support to Operations (STO)

OVPF ST01: ISO aligned management and administrative support system

FMO ST01: ISO 9001:2015 aligned documents and compliant processes

MFOs/PAPs	Success Indicators	Task Assigned	Target (Jan-Dec 2023)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	T 1: Serves and attends to clients requests	100%	100%	5	5	5	5.00	
	PI 2. Number of quality procedures reviewed and updated	T 2: Reviews and updates Quality Procedure and submit to QAC for approval	1	1	5	5	5	5.00	
	PI 3. Percentage of ISO evidences and other related documents compliant with existing BUD quality procedures kept intact and readily available to Auditor	T 3: Prepares, reviews, process and updates ISO related documents	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	5	5	5	5.00	
Implementation of administrative processes in accordance with existing approved quality procedures	PI 1. Number of BUD processes implemented in accordance with existing approved quality procedures	T 1: Implement processes in accordance with existing approved quality procedure	1 process implemented according to QP	1 process implemented according to QP	5	5	5	5.00	

OVPF ST03: ARTA aligned compliance and reporting requirements

ODF ST03: ARTA aligned frontline services

ARTA aligned frontline services	PI 1: Efficient and customer friendly services	T1: Serves and attends to clients requests and inquiries.	Zero complaint from clients served	Zero complaint from clients served	5	5	5	5.00	
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OVPF ST04: Innovations & Best Practices

ODF ST04: Innovations & new Best Practices Development Services

Innovations and Best Practices	PI 1: Number of new systems/innovations introduced and implemented	T 1: Introduces innovations for effective and efficient services	2 new innovation system;	1 -conduct quarterly meeting on the status of utilization of IP projects	5	5	4	4.67	
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OVPF GASS 1: General Administration and Support Services

ODF GASS 1. Administrative and Support Services Management

Administrative and Support Services	PI 1: Number of staff monitored, evaluated coached, supervised for effective and efficient office	T 1: Coaches, supervises, evaluates the work performances of subordinates	100%	100% (6/6)	5	5	5	5.00	
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	PI 2: Number of External linkages with external agencies maintained	T 2: Attend to meetings/seminars per advisory by Agency & make follow ups of SARO & NCA for the university budget releases	4 external linkages Commission on Audit (COA), DBM, CHED, NEDA	3 External linkages (DBM, NEDA and COA)	5	5	5	5.00	
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OVPAF MFO 2: BUDGET SERVICES

ODF GASS 3. Financial Services Management

Budget Preparation	PI 1: Number of Annual Budget Proposal (RAF & IGF) with supporting Budget Preparation Forms assisted, facilitated for submission to different regulatory committees and agencies	T 1: Prepares data/reports for Budget Proposal for Past Years actual Obligations and Current Year's Appro. & proposed w/in the ceiling per NEP data & released the sub-allotment to offices/centers concerned per RAF	100% Submission	100% (14/14)	5	5	5	5.00	
	PI 2: Number of Budget Preparation forms prepared, approved by the President and submitted to different regulatory committees and agencies	T 2: Prepares, process and submits reports of Budget Preparation to DBM	65 Budgetary reports	40 Budgetary Reports	5	5	5	5.00	
	PI 3: Number of Budget Proposals (CY & PY) for utilization of income prepared for submission to FMO to be discussed in UADCO	T 3: Prepares data /reports for current & prior years proposed utilization of income for Main Campus for FY 2022 & FY 2023	12 Budget Proposal approved by BOR	14 Budget Proposal approved by BOR	5	5	5	5.00	
Budget Utilization/Execution	PI 1: Percentage of budget obligated, RAF, IGF and BRF.	T 1: 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	100% Budget obligated	61% -GAA 100%-STF 100%-IGP	5	5	5	5.00	
Financial Reports Management	PI 1 Number of Monthly, Quarterly and year-end financial reports including request for TLB/Filling up of positions prepared, consolidated, approved and submitted to COA, DBM for all fund clusters within the mandated time	T 1: Prepares Budget Execution Document, Budget Accountability Reports monthly, quarterly & year-end reports required by DBM, COA, PASUC, CHED, etc & provides financial data for Normative Financing, AACCUP and other offices.	60 Budget Exec. Docs. & Budget Financial Accountability reports (BED's & BFAR's) certified & approved by the President & 23 other Financial Reports for internal use.	35 Budget Exec. Docs. & Budget Financial Accountability reports (BED's & BFAR's) certified & approved by the President & 13 other Financial Reports for internal use	5	5	5	5.00	

Total Over-all Rating					65	65	64	64.67	
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Average Rating (Total Over-all rating divided by # of entries) 13

Additional Points:					Comments & Recommendations for Development Purposes: <i>recommended to attend UAR66 seminar</i>				
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING									

ADJECTIVAL RATING

Evaluated & Rated by:

LOUELLA C. AMPAC

Financial Management Director

Date: 1/25/24

Recommending approval:

LOUELLA C. AMPAC

Financial Management Director

Date: 1/25/24

Approved by:

EDGARDO E. TULIN

OIC, VP for Admin. & Finance

Date: 1/25/24

1- Quality

2 - Efficiency

3 - Timeliness

4 - Average

PERFORMANCE MONITORING FORM

Name of Employee: ALICIA M. FLORESFor the period: July-December 2023

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	Monitors GAA, GARO, SARO & NCA releases with actual obligations and disbursements of funds	Allotment monitored, utilized and obligated	End of the month	5 th day of the month	5 th day of the month			
2	Prepares reports/ data for Budget Proposal for Past years actual obligation and Current years appropriation & proposed within the ceiling and releases sub-allotment to offices/ centers concerned per GAA	Reports/ data prepared for the submission of Budget Proposal	Various dates between July-December 2023	Various dates between July-December 2023	Various dates between July-December 2023			
3	Prepares reports/ data for current & prior years utilization of income for Main Campus	Reports/ data prepared for utilization of income.	Various dates from July-December 2023	Various dates from July-December 2023	Various dates from July-December 2023			
4	Reviews and certifies financial documents (vouchers, payrolls and etc.) as to availability of funds. Prepares request for funding terminal leave pay.	Reviewed and certified documents. Prepared request for funding.	Daily from July-December 2023	Daily from July-December 2023	Daily from July-December 2023			
5	Distributes fund allocation (CY 2023) to different offices/departments/colleges from various programs	Distributed SARO to different offices/colleges/depts	1 st week of March, 2023	3 rd week of March, 2023	3 rd week of March, 2023			
6	Prepares Budget Execution Documents, Budget Accountability Reports Monthly, Quarterly & Year-End reports required by DBM, COA, PASUC and CHED	Prepared BED, Monthly, Quarterly and Year-end Reports	10 th day of the month & 30 th end of the quarter	10 th day of the month & 30 th end of the quarter	10 th day of the month & 30 th end of the quarter			
7	Prepares documents for fund transfer for external campuses	Documents for fund transfer prepared.	10 th day of the month	10 th day of the month	10 th day of the month			
8	Plans activities and supervises office staff	Planned activities and supervised office staff.	Daily from July-December 2023	Daily from July-December 2023	Daily from July-December 2023			
9	Attends to meetings/ seminars/ workshops	Attended meetings and seminars	Various dates from July-December 2023	Various dates July-December 2023	Various dates July-December 2023			

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

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

LOUELLA C. AMPAC
LOUELLA C. AMPAC

Financial Management Director

1/25/24



Instrument for Performance Effectiveness of Administrative Staff

 Rating Period: **JULY-DECEMBER 2023**

 Name of Staff: **ALICIA M. FLORES** Position: **ADMINISTRATIVE OFFICER V**

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	22				
Average Score	4.4				

Overall recommendation : For attendance to future trainings related to budgeting


LOUELLA C. AMPAC
 Financial Management Director 1/25/24

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ALICIA M. FLORES

Performance Rating: Outstanding

Aim: To advance in professional competitiveness in government accounting and to have an update on the latest implementations and undertakings as mandated by governing agencies

Proposed Interventions to Improve Performance:

Date: **July** Target Date: **December 2023**

First Step: For attendance to training on Laws and Rules on Government Expenditure

Date: _____ Target Date: _____


Next Step: _____

Outcome: To develop skills and increase motivation through continuous update on work related trainings/ workshops.

Final Step/Recommendation:

Recommend to attend training/workshop on PPSAS, RCA and other Financial Management training.

Prepared by:


LOUELLA C. AMPAC
Financial Management Director 1/25/24

Conforme:


ALICIA M. FLORES 1/25/24