



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Queen-Ever Y. Atupan

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.97	70%	3.479
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.500
TOTAL NUMERICAL RATING			4.98

TOTAL NUMERICAL RATING: 4.98
Add: Additional Approved Points, if any: 0
TOTAL NUMERICAL RATING: 4.98

FINAL NUMERICAL RATING 4.98

ADJECTIVAL RATING: Outstanding

Prepared by:

QUEEN-EVER Y. ATUPAN

Name of Staff

Reviewed by:

RYSAN C. GUINOCOR

Dean/Director

Approved:

DANIEL LESLIE S. TAN

Vice President for Admin. & Finance

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **QUEEN-EVER Y. ATUPAN**, Head of the **OFFICE OF THE CASHIER** 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 1 to JUNE 30, 2022**.

Approval:

QUEEN-EVER Y. ATUPAN

Ratee

RYSAN C. GUINOCOR

Director for Administrative Services

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	Fast, Efficient & customer friendly frontline service	95% of clients rated services as very satisfactory or higher	100% 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	Implement processes in accordance with existing approved QPs	3 processes implemented according to QP	3 processes implemented according to QP	5	5	5	5.00	
		PI. 3 Number of Reports submitted to COA	Prepare Monthly Accountability Report for checks. Review and sign all daily/weekly financial reports to be submitted to COA	50 COA reports	143 Reports	5	5	4	4.67	

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
		PI. 5 Percentage updating of students' payment using Cumulus	Manage the updating and posting of payments from students. Coordinate with various colleges with regards to student account balances.	100% monthly updating and posting of payments using the Cumulus System	100% monthly updating and posting of payments using the Cumulus System	5	5	5	5.00	
		PI. 7 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor	Monitor the filing of communications, evidences and reports for ISO audit purposes	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	5	5	5	5.00	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS										
ODAS/ HRM STO 3:	ARTA aligned frontline services	PI. 9 Efficient & customer friendly frontline service	Responsive and Facilitative to clients request	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5.00	
VPAF STO4: INNOVATIONS & BEST PRACTICES										
ODAS/ HRM STO 4:	Innovations & new Best Practices Development Services	PI. 10. Number of new systems/innovations/proposals introduced and implemented	Prepared proposal and implemented the opening of new bank accounts for Ched/Unifast transactions.	1 new system	1 new system	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	Review and sign requests, documents, clearances, readmission and request to open a new bank account with Landbank.	400 requests/ administrative documents (clearances, readmission, opening of new accounts and transfer of payments to other bank accounts, etc.)	407 requests/ administrative documents (transfer of payments to other bank accounts, etc.)	5	5	5	5.00	
		PI. 18 No. of linkages with external agencies maintained	Maintain a good working relationship and linkage with Landbank, COA and other agencies	8 Linkages (COA, BOT, LBP, Philhealth, GSIS, HDMF, Palawan Pawnshop, Cebuana Lhuillier)	8 Linkages (COA, BOT, LBP, Philhealth, GSIS, HDMF, Palawan Pawnshop, Cebuana Lhuillier)	5	5	5	5.00	

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
		PI. 20 No. of Man Com meetings attended and staff meetings presided and counselling sessions among staff conducted	Attend management meetings and trainings to develop and improve offered services. Preside monthly staff meeting and conduct coaching to staffs.	6 Mancom meetings attended 6 staff meetings 6 coaching sessions conducted	6 Mancom meetings 2 committee meetings 4 management meetings 6 staff meetings 8 coaching sessions conducted	5	5	5	5.00	
		PI.21 Number of Management Reports prepared for Procurement, planning purposes and ISO audit evidence (OTP, WFP,OTP,etc)	Prepare OTP,WFP,ROAM,NEI Ps,Strategic Plan, OTP,Strategic &OPCR Monitoring, SWOT, etc	5 reports	6 reports	5	5	5	5.00	
ODAS/HRM GASS 4: Cashiering Services										
CASH MFO1	Administration Support Services & Management	PI1. Number of communications prepared for bank updating and other cash transactions	Prepare communications and emails to BOT,COA,Landbank,G SIS, Globe and other service providers.	100 communications	407 communications	5	5	5	5.00	
		PI2. Number of monthly monitoring of NCA utilization per expense accounts prepared and submitted to management for decision making	Prepare, monitor and review estimates for the monthly NCA balances and Utilization report submitted to management for decision making.	6 monitoring reports	6 monitoring reports	5	5	5	5.00	
CASH MFO2	Disbursement /Processing	PI1. Number of approved vouchers and payrolls acted within prescribed period and error free	Review and sign vouchers and payrolls and facilitate the preparation of PACs and checks for payment.	1,750 approved payrolls and vouchers	7,317 approved and vouchers	5	5	5	5.00	

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
		PI2. Number of checks, LDDAP, ACIC and PAC'S issued and released within three days	Review and sign checks,LDDAP,ACIC and PACs. Monitor and facilitate the order and request for additional check booklets for all funds.	1,500 checks; 6,000 entries of PACS and LDDAP	4,355 checks; 10,005 entries of PACS and LDDAP	5	5	5	5.00	
		PI3. Number of Purchase Orders paid	Review Pos for payment	250 Purchase Orders	374 Purchase Orders	5	5	5	5.00	
		PI4. Number of Cash advances and Petty Cash Fund Maintained/facilitated for University Cash Disbursements.	Review and sign petty cash replenishment and liquidation reports.	4 cash advance/Petty Cash Funds	7 cash advance/Petty Cash Funds replenished	5	5	5	5.00	
CASH MFO3	Financial reports preparation	PI1. 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.	Review and sign daily/monthly financial reports of all funds and review all attached vouchers and supporting documents, to be submitted to Acctg.Office	300 daily/weekly reports 60 monthly reports	300 daily/weekly reports 60 monthly reports	4	5	5	4.67	
CASH MFO4	Collection Services	PI1. Number of official receipts issued for collection	Monitor and supervise the collection and issuance of official receipts. Request snap shots and bank statements.	2,500 official receipts issued	14268 official receipts issued	5	5	5	5.00	
		PI2. Number of deposits of daily collection following COA rules to be deposited intact on the following working day.	Monitor and review daily deposits and collection reports making sure that all collections are deposited intact on the following banking day.	500 deposits	1198 deposits	5	5	5	5.00	
CASH MFO5	Student Services	PI1. Number of students records of accounts maintained, validated and updated for college and high school students	Monitor and supervise the updating of student records and validation of account balances.	3500 students 5,000 old accounts	7,932 students and 5,000 old accounts	5	5	5	5.00	

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
		PI2. Number of Quarterly Reports of Accounts Receivable, Monthly Report of Collection (per School Year) and Breakdown of Assessment per semester prepared.	Monitor the preparation of reports. Review and sign the reports before submission.	43 reports	50 reports	5	5	5	5.00	
		PI3. Number of students temporary clearance and statement of accounts prepared and printed.	Monitor the preparation of temporary clearance. Review and sign the statement of accounts.	5,000 students	7,000 students	5	5	5	5.00	
Total Over-all Rating									114.33	
Average Rating (Total Over-all rating divided by 23)		4.97	Comments & Recommendations for Development Purpose: <i>Request CSC to conduct special Supervisory Development Course.</i>							
Additional Points:										
Punctuality										
Approved additional points(with copy of approval)										
FINAL RATING		4.97								
ADJECTIVAL RATING										

Evaluated & Rated by:

Recommending Approval:

Approved by:

RYSAN C. GUINOCOR

RYSAN C. GUINOCOR

DANIEL LESLIE S. TAN

Director, Administrative Services

Director, Administrative Services

Vice President for Admin & Finance

Date: _____

Date: _____

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2022

Name of Staff: Queen-Ever Y. Atupan Position: Supervising Administrative Officer

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.

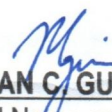
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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	25				
Average Score	5.00				

Overall recommendation : Request CSC to conduct special Supervisory Development Course.


RYSAN C. GUINOCOR
Printed Name and Signature
Director for Admin. Services

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Queen-Ever Y. Atupan

Performance Rating: 4.97

Aim: To develop leadership competencies.

Proposed Interventions to Improve Performance:

Date: January 01, 2022 Target Date: March 30, 2022

First Step: Send her to attend Supervisory Development Course.

Result: None due to pandemic and absence of training schedule by CSC.

Date: April 01, 2022 Target Date: June 30, 2022

Next Step: Mentor her on higher position.

Outcome: She will be able to handle higher position task.


Final Step/Recommendation:

Request CSC to conduct special Supervisory Development Course.

Prepared by:


RYSAN C. GUINOCOR
Unit Head

Conforme:


QUEEN-EVER Y. ATUPAN
Name of Ratee Faculty/Staff