



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **JOCELYN T. CO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.79	70%	3.35
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	30%	1.48
TOTAL NUMERICAL RATING			4.83

TOTAL NUMERICAL RATING: 4.83
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.83


FINAL NUMERICAL RATING **4.83**

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:

Reviewed by:




JOCELYN T. CO

Admin. Aide VI 




LOUELLA C. AMPAC

Immediate Supervisor 

Recommending Approval:


LOUELLA C. AMPAC
Financial Management Director 


Approved:


REMBERTO A. PATINDOL
Vice-Pres. for Admin. and Finance 

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LOUELLA C. AMPAC**, of the Office of the Director for Finance (ODF) 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 - June, 2020.

Approved by:


LOUELLA C. AMPAC
Ratee


REMBERTO A. PATINDOL
VP for Admin. & Finance

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage of Accomplishment as of June 30, 2020	Rating				Remarks
						Q¹	E²	T³	A⁴	
Budget Formulation and Financial Management	Percentage of Budget Proposals for GAA prepared, endorsed by UADCO for BOR approval	Consolidates budget proposals submitted by different departments/centers/offices/units as basis for budget proposal	100% (1/1) volume of budget proposal for 2021 submitted on time to governing bodies, error free	1 volume of budget proposal for 2021 submitted on time to governing bodies, error free	100%	5.0	5.0	5.0	5.00	
	A) General Fund - Budget per NEP for endorsement to the University President for approval	Prepares/revises 1 volume of budget per NEP for endorsement to the University President for approval	100% (1/1) volume of revised budget based on 2021 Hard Ceiling	1 volume of revised budget based on 2021 Hard Ceiling	100%	5.0	5.0	5.0	5.00	
	B) Income - Percentage of budget proposals on utilization of income endorsed by UADCO for BOR approval	Prepares quarterly proposals for utilization of income endorsed by UADCO for BOR approval	100% (8) budget proposals for utilization of income including proposals related to Finance	10 budget proposals for utilization of income including proposals related to Finance	125%	5.0	5.0	5.0	5.00	
	Percentage of payroll, vouchers, student clearances & withdrawals within a day from receipt	Signs and approves payroll, vouchers & student deposits/clearances within a day from receipt	100% (8,124/8,124) payrolls, vouchers, clearance	10,167 payrolls, vouchers, clearance	100%	5.0	5.0	4.0	4.67	
	Percentage of checks, SLCI, NCA Utilization, LDDAP and ACIC within the day from receipt	Prepares, consolidates and approves reports for submission within mandated time	100% (18,864/18,864) checks and docs signed and approved	20,990 checks and docs signed and approved	111%	5.0	5.0	4.0	4.67	

Budget Formulation and Financial Management	Percentage of BUR monitored (Obligation and Disbursement) Fund 101	Monitoring of Reports	100% (4 quarter/4 quarter) reports monitored	(Obligation and Disbursement) reports monitored	100%	5.0	5.0	5.0	5.00	
	Percentage of financial reports prepared and approved, for submission to governing bodies (DBM) within mandated time, error free	Prepares, consolidates and approves reports for submission within mandated time	100 % (70/70) reports prepared and submitted	85 reports prepared and submitted	121%	5.0	5.0	5.0	5.00	
	Percentage of reports submitted to SENATE, CONGRESS, DBM, CHED, PASUC, NEDA	Prepares, and approves reports for submission within mandated time	100 % (70/70) sets of FY 2021 budgetary reports submitted	70 sets of FY 2021 budgetary reports submitted	100%	5.0	5.0	5.0	5.00	
	Percentage of Audit Financial Report submitted/monitored	Prepares, monitors, submits Audit Financial Report	100% (12/12) Audit Financial Report Monitored	12 Audit Financial Report Monitored	100%	5.0	5.0	5.0	5.00	
Administrative Services	Number of offices supervised, monitored & coached (Accounting, Budget & Cash Offices)	Supervising, monitoring & coaching 3 offices	3 offices supervised, monitored and coached	3 offices supervised, monitored and coached	100%	5.0	5.0	5.0	5.00	
	Membership to Committees (IGP-BOM, GAD & PMT)	Participates in meetings	78 meetings attended/participated	85 meetings attended/participated (May-June virtual)	108%	5.0	5.0	4.0	4.67	
	No. of written referrals received	Acted on referrals from OP, OVPAF and other departments/offices	70 acted referrals	75 acted referrals	107%	5.0	5.0	5.0	5.00	
	No. verbal referrals encountered	Acted on referrals from clients and higher supervisors	85 acted referrals	96 acted referrals	112%	5.0	5.0	5.0	5.00	
Total Over-all Rating						65.0	65.0	62.0	64.0	

Average Rating (Total Over-all rating divided by # of entries)			4.92	Comments & Recommendations for Development Purpose: <i>To attend appropriate webinars for improvement of competencies</i>
Additional Points:				
Punctuality				
Approved Additional points (with copy of approval)				
FINAL RATING				
ADJECTIVAL RATING			4.92	

Evaluated & Rated by:

Recommending Approval:

Approved:


REMBERTO A. PATINDOL
 VP for Admin. & Finance


REMBERTO A. PATINDOL
 VP for Admin. & Finance


EDGARDO E. TULIN
 President

Date: 8/28/20

Date: 8/28/20

Date: 9/1/20

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

PERFORMANCE MONITORING FORM

January - June, 2020

Name of Employee: JOCELYN T. CO

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	Receiving, encoding and releasing of documents	Documents received, encoded and released	Various dates from January-June, 2020	within January-June, 2020	within January-June, 2020	Very Impressive	0	the documents were released utmost thirty minutes after receipt
2	Reproduction of reports/budget related documents	Reproduced reports and budget related documents	Various dates from January-June, 2020	within January-June, 2020	within January-June, 2020	Very Impressive	0	met the deadline set by required agencies
3	Collates, sorts, reproduces, binds budgetary reports/requirements for Congress, Senate, DBM, PASUC and CHED	Collated, sorted, reproduced, bound budgetary reports/requirements and submitted to different agencies	Various dates from January-June, 2020	within January-June, 2020	within January-June, 2020	Very Impressive	0	met the deadline set by required agencies
4	Drafts communications/proposals and prepares documents for reimbursements, liquidations, OIC and transmittal letters	Drafted communications/proposals and prepared documents for processing	Various dates from January-June, 2020	within January-June, 2020	within January-June, 2020	Impressive	VS	communications submitted/forwarded utmost one day after assigned task
5	Consolidate reports of the CSI's	Consolidated CSI's reports	Various dates from January-June, 2020	within January-June, 2020	within January-June, 2020	Impressive	VS	submitted reports within mandated time

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

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

Prepared by:

LOUELLA C. AMPAC
LOUELLA C. AMPAC
 Financial Management Director



Exhibit O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY - JUNE, 2020**

Name of Staff: **JOCELYN T. CO**

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	5	4	3	2	1


increase effectiveness of the office or satisfaction of clientele						
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	
Score	Total					59
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		4.94				

Overall recommendation : _____


LOUELLA C. AMPAC
 Financial Management Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : **JOCELYN T. CO**
Performance Rating: **Outstanding**

Signature: 

Aim: To maximize the productivity potential of our Clerk.

Proposed Interventions to Improve Performance:

Date: March February 3, 2020 Target Date: July 31, 2020

First Step:

Collate 2021 requirements for Budget Proposal submitted to DBM, Congress and Senate including preparation of some BP Forms

Result:

On time submission of Proposals for New Projects to the different requesting offices.

Date: July 30, 2020 Target Date: August 7, 2020

Next Step:


Preparation of BOR Proposal with separate file name for each proposal.

Outcome: Easy Retrieval of e-copy of BOR Proposals

Final Step/Recommendation:

Recommend to attend training for clerks.

Prepared by:


LOUELLA C. AMPAC
Financial Management Director 