



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

**Annex P**

Name of Administrative Staff: Valerie C. Valenzona

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.94	70%	3.458
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.500
<b>TOTAL NUMERICAL RATING</b>			<b>4.96</b>

TOTAL NUMERICAL RATING: 4.96  
Add: Additional Approved Points, if any: 0  
TOTAL NUMERICAL RATING: 4.96

FINAL NUMERICAL RATING 4.96

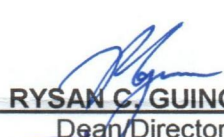
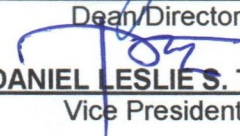
ADJECTIVAL RATING: Outstanding


Prepared by:   
**VALERIE C. VALENZONA**  
Name of Staff

Reviewed by:   
**QUEEN-EVER Y. ATUPAN**  
Department Office Head

Recommending Approval:

Approved:

  
**RYSAN C. GUINOCOR**  
Dean/Director  
  
**DANIEL LESLIE S. TAN**  
Vice President

  
VALERIE C. VALENZONA  
Ratee

QUEEN-EVER Y. ATUPAN  
Head of Unit

No.	MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
UGAS5. SUPPORT TO OPERATIONS										
OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS										
ODAS 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	95% of clients rated services as very satisfactory or higher	4	5	5	4.67	
		PI. 2 Number of administrative processes implemented in accordance with existing approved quality procedures	Implement processes in accordance with existing approved QPs	2 processes implemented according to QP	2 processes implemented according to QP	5	5	5	5.00	
		PI. 3 Number of Reports submitted to COA	Preparation and Submission of Report of Check Issued and Cancelled (RCIC), Report of Advice to Debit Account Issued (RADAI) & Summary List of Check Issued (SLCI) under Regular Agency Fund to COA.	January-March 2023 : 3 RCIC reports; 12 RADAI reports; 3 SLCI reports	3 RCIC reports; 56 RADAI reports; 3 SLCI reports	5	5	5	5.00	
		PI.4 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor	Preparation and filling of evidences	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	5	5	5	5.00	
OVPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS										
ODAS STO 3:	ARTA aligned frontline services	PI. 9 Efficient & customer friendly frontline service	Fast, Efficient & customer friendly frontline service	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5.00	
OVPAF STO4: INNOVATIONS & BEST PRACTICES										



No.	MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
ODAS STO 4:	Innovations & new Best Practices Development Services	PI. 10. Number of new systems/innovations/proposals introduced and implemented	Implement the new system to further improve disbursement services	1 new system	1 new system	5	5	5	5.00	
<b>UMFO6: General Administrative and Support Services (GASS)</b>										
<b>VPAF GASS 1: Administrative and Support Services Management</b>										
ODAS GASS 1:	Administrative and Support Services	PI. 17 Number of administrative services and financial/ administrative documents acted within time frame	Preparation, encoding and printing of communications and documents	6 requests/ administrative documents	6 requests/ administrative documents	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, Cebuana)	8 Linkages (COA, BOT, LBP, Philhealth, GSIS,HDMF, Palawan, Cebuana)	5	5	5	5.00	
		PI.20 No. of Man Com meetings attended and staff meetings presided and counselling sessions among staff conducted	Attend monthly staff meeting	6 staff meeting	6 staff meeting	5	5	5	5.00	
		PI.21 Number of Management Reports prepared for Procurement, planning purposes and ISO audit evidence (OTP, WFP,OTP,etc)	Consolidates, encodes and prints IPCRs with supporting documents	4 reports	4 reports	5	5	4	4.67	
<b>ODAS GASS 4: Cashiering Services</b>										
CASH MFO1	Administration Support Services & Management	PI1. Number of communications prepared for bank updating and other cash transactions	Preparation and printing of communications and documents requested by clients	6 requests/ (communications to LBP for the closed accounts,etc.)	6 requests/ (communications to LBP for the closed accounts,etc.)	5	5	5	5.00	
		PI2. Number of monthly monitoring of NCA utilization per expense accounts prepared and submitted to management for decision making	Preparation and submission of monthly monitoring of NCA utilization per expense accounts	3 monitoring (for the period Jan.- Mar. 2023)	3 monitoring	5	5		5.00	

No.	MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
CASH MFO2	Disbursement /Processing	PI1. Number of approved vouchers and payrolls acted within prescribed period and error free	Conduct a final review of vouchers & payrolls as to completeness of signatures and attachments	1,500 approved payrolls and vouchers	2,019 approved payrolls and vouchers	5	5	5	5.00	
		PI2. Number of checks, LDDAP, ACIC and PAC'S issued and released within three days	Preparation, encoding and printing of checks, PACS, LDDAP and ACIC	January-March 2023: 150 checks; 100 entries of LDDAP-ADA; 1,500 entries of PACS	287 checks; 183 entries of LDDAP-ADA; 3,261 entries of PACS	5	5	5	5.00	
		PI3. Number of Purchase Orders paid	Conduct a final review of the purchase order as to completeness of signatures and attachments	50 Purchase Orders	102 Purchase Orders	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.	Report preparation, encoding and printing of RCIC, RADAI and SLCI for Regular Agency Fund (General Fund 101)	January-March 2023 : 3 RCIC reports; 12 RADAI reports; 3 SLCI reports	3 RCIC reports; 56 RADAI reports; 3 SLCI reports	5	5	4	4.67	
CASH MFO4	Collection Services	PI1. Number of official receipts issued for collection and posted in the system.	Collect fees and issue official receipts to students and clients	1,000 official receipts issued	6,553 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.	Prepare deposit slips and deposit intact daily collection the next banking day	250 deposits	791 deposits	5	5	5	5.00	
Total Over-all Rating			89.00	Comments and Recommendations for Development Purpose:  Enhance supervisory skills by attending trainings and seminars.						
Average Rating			4.94							
Additional Points:										
Punctuality										
Approved additional points (with copy of approval)										
FINAL RATING			4.94							
ADJECTIVAL RATING			Outstanding							

Evaluated and Rated by:

  
**QUEEN EVER Y. ATUPAN**

Unit Head

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

Recommending Approval:

  
**RYSAN C. GUINOCOR**

Director for Administrative Services

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

Approved by:

  
**DANIEL LESLIE S. TAN**

Vice President for Admin. & Finance

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

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2023

Name of Staff: Valerie C. Valenzona

Position: Administrative Officer I


**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>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	5.00				

Overall recommendation : Recommended for promotion. You did great in doing  
your job! Keep it up!

  
 QUEEN EVER Y. ATUPAN  
 Printed Name and Signature  
 Head of Office



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Valerie C. Valenzona

Performance Rating: 4.94

Aim: 100% NCA Utilization & Updated Cash Receipts Record for 2023

Proposed Interventions to Improve Performance:

Date: January 1, 2023 Target Date: March 31, 2023

First Step: Enhanced monitoring of NCA balances and coordinate with other offices to follow up transactions.

Result: 100% NCA Utilization was achieved

Date: April 1, 2023 Target Date: June 30, 2023


Next Step: Instruct her to use the New Cash Receipts Record to monitor collection and deposits.

Outcome: Cash Receipts Record was implemented and updated.


Final Step/Recommendation:

Enhance supervisory skills by attending trainings and seminars.

Prepared by:

  
QUEEN-EVER Y. ATUPAN  
Unit Head

Conforme:

  
VALERIE C. VALENZONA  
Name of Ratee Faculty/Staff