

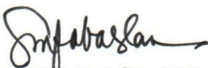
COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:		MARIA FE A. BASLAN	
Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
17. Numerical Rating per IPCR	4.88	4.88 x 70%	3.42
18. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	4.83 x 30%	1.5
TOTAL NUMERICAL RATING			4.87


TOTAL NUMERICAL RATING: 4.87  
Add: Additional Approved Points, if any: 0.00  
TOTAL NUMERICAL RATING: 4.87

ADJECTIVAL RATING: OUTSTANDING

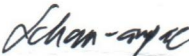
Prepared by:

  
MARIA FE BASLAN  
Administrative AIDE IV


Reviewed by:

  
ERLINDA S. ESGUERRA  
Head, Accounting Office

Recommending Approval:

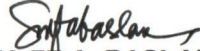
  
LOUELLA C. AMPAC  
Director for Finance

Approved:

  
REMBERTO A. PATINDOL  
Vice Pres. for Admin and Finance

# **INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **Maria Fe A. Baslan**, of the Accounting Office commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December, 2019.

  
**MARIA FE A. BASLAN**  
Ratee

Approved:   
**ERLINDA S. ESGUERRA**  
Head of Unit

MFO & PAP's	Success Indicators	Tasks Assigned	2019 Target	Percentage of accomplishment %	Details of Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Administrative and Support Services & Management	Number of certification for all types of loans prepared.	Prepared certification for all types of loans and premiums of GSIS, Pag-ibig, Private banks and net pay of employees.	140	104%	145	5	5	5	5.00	
	Number of refund voucher/ withdrawal for student in all types of scholarship prepared.	Prepared vouchers for refund of students and prepared also vouchers for w/drawal of student in all types of scholarships.	600	102%	610	5	5	5	5.00	
	Number of vouchers for refund of faculty & staff employees prepared.	Prepares voucher for refund of faculty and staff employees (GSIS, Pagibig & Private banks).	80	113%	90	5	4	5	4.67	
	Number of certification/ communication prepared	Prepared certification/ communication as to the last salary received of employees (benefits received)	20	150%	30	5	5	5	5.00	
	Number of part time instructors posted.	Posted all salary/benefits of all part time instructors.	200	125%	250	5	5	4	4.67	
	Customer Friendly Service	Served clients with courtesy; immediate response to client needs and inquiries	100	100%	100	5	5	5	5.00	100% no complaint; Served clients with courtesy; immediate response to client needs and inquiries

Financial Reports	Number of document/OR photocopy.	Xerox /photocopy the philhealth, GSIS, Pag-ibig remittances (all official receipts/doc. for accounting file)	20	200%	40	5	5	5	5.00	
	every time task assigned	Do other task assigned from time to time.	7	143%	10	5	4	5	4.67	
Total Over-all Rating						40	38	39	39.00	
Average Rating (Total Over-all rating)					4.88	<b>Comments &amp; Recommendations for Development Purpose:</b> To attend training for updates on Acctg. System				
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING					4.88					
ADJECTIVAL RATING					Outstanding					

Evaluated and Rated by:

Recommending Approval:

Approved:

  
**ERLINDA S. ESGUERRA**  
 Head, Accounting Office

  
**LOUELLA C. AMPAC**  
 Director for Finance

  
**REMBERTO A. PATINDOL**  
 Vice Pres. For Admin. & Finance

Date: \_\_\_\_\_  
 1 - quality      3 - timeliness  
 2 - efficiency    4 - average

Date: 2/5/20

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



PERFORMANCE MONITORING FORM


Name of Employee: MARIA FE A. BASLAN

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	Prepared cert. for all types of loans & prem. Of GSIS/Pagibig/Private banks & net pay of employees.	Certification prepared, signed & released	Daily	2-hrs. upon receipt	1-hr upon receipt	Very impressive	Outstanding	
2	Prepared vouchers for refund/w-drawal of student in all types of scholarships.	Vouchers prepared, signed and released	daily	15 mins.	10 mins after receipt	Very impressive	Outstanding	
3	Prepared vouchers for refund of faculty & staff employees (GSIS, Pagibig & Private banks).	Vouchers prepared, signed and released	daily	15 mins upon receipt	10 minutes after receipt	Very Impressive	Outstanding	
4	Posted all salary payroll/benefits of all part time instructors.	Salary payroll posted, signed and released	every quicina	1-hr as doc. Receipt	30 mins.	Very Impressive	Outstanding	
5	Prepared cert./communication as to the last salary received of employees (benefits received).	Communication/cert. prepared & processed.	daily	daily	daily	Impressive	Very Satisfactory	
6	Reproduction of documents/OR photocopy(GSIS/Pagibig/Philhealth)	Reproduced OR/Acctg. File	every month	1 day	half day	Impressive	Very Satisfactory	

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

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

Prepared by:

  
ERLINDA S. ESGUERRA  
Head, Accounting Office

## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1-Dec. 31, 2019

Name of Staff: **Maria Fe A. Baslan** Positon: Administrative Aide IV

**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	5	4	3	2	1



improvement of his work accomplishment					
12 Willing to be trained and developed	5	4	3	2	1
Total Score					
<b>B. Leadership &amp; Management (<i>For supervisors only to be rated by higher supervisor</i>)</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	58				
Average Score	4.83				

Overall recommendation : \_\_\_\_\_

  
ERLINDA S. ESGUERRA  
Name of Head

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: MARIA FE BASLAN

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 1 Target Date: September 30, 2019

First Step:

In-house training on records management

Result:

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

Next Step:

Outcome: \_\_\_\_\_

Final Step/Recommendation:

Prepared by:



ERLINDA S. ESGUERRA  
Unit Head

Conforme:



MARIA FE BASLAN  
Name of Ratee Faculty/Staff