



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **LUCILYN L. TABROSA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.29	70%	3.136
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.42	30%	1.326
TOTAL NUMERICAL RATING			4.452

TOTAL NUMERICAL RATING: **4.452**


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.452**


FINAL NUMERICAL RATING **4.452**

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:


LUCILYN L. TABROSA
Admin. Aide III

Reviewed by:


NICK FREDDY R. BELLO
OIC-Head, Accounting Office

Recommending Approval:


LOUELLA C. AMPAC
Director, Financial Management Office

Approved:


DANIEL LESLIE S. TAN
Vice President for Administration and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LUCILYN L. TABROSA**, staff 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 **January 1 to June 30, 2022**.

Lucilyn
LUCILYN L. TABROSA

Ratee

Approved:

Nick
NICK FREDDY R. BELLO

Head of Unit

MFO & PAP's	Success Indicators	Tasks Assigned	2022 Target	Percentage of Accomplishments	Details of Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
Administrative & Support Services & Management	Customer Friendly Service	Served clients with courtesy; immediate response to client needs and inquiries	100% no complaint	100%	100% no complaint	4	4	5	4.33	100% no complaint; Served clients with courtesy; immediate response to client needs and inquiries
Disbursement/ Processing Services	Number of cash advance. Reimbursements audited	Pre-audited and posted travel cash advances, reimbursements and liquidations.	1,400	107%	1,500	4	5	4	4.33	
	Number of payrolls audited	Audited payroll for Regular, Casual and Job Order Employees	1,550	145%	2,250	4	5	5	4.67	
	Number of payments audited	Audited payments for lodging, telephone bills, department/center billings, caters/meals payments.	350	143%	500	4	5	4	4.33	
	Number of honorarium audited	Audited honorarium and overtime pay of VSU regular and casual employees.	185	135%	250	4	5	5	4.67	
	Number of vouchers journalized	Journalized vouchers	625	112%	700	4	5	4	4.33	
	Number of liquidation encoded and monitored	Encoded and monitored liquidations	10	200%	20	4	5	5	4.67	
	Number of certification made for cash advance	Prepared and sent out certifications for no unliquidated cash advances	10	200%	20	5	5	5	5.00	
Innovation & Best Practices Serv. or Con'l Impvm't & Mgmt	Number of reminders via Internet Protocol (IP)	Reminded concerns re returned vouchers via Internet Protocol (IP)	35	143%	50	4	4	4	4.00	
Total Over-all Rating									4.48	
Average Rating (Total Over-all rating divided by Additional Points:					4.48		Comments & Recommendations for Development Purpose: To attend training for updates on audit of expenses. Enhance skill on being attentive to details.			
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING					4.48					
ADJECTIVAL RATING					Very Satisfactory					

Evaluated and Rated by:

Nick
NICK FREDDY R. BELLO

OIC-Head, Office of the Head of Accounting

Date: _____

1 - quality

2 - efficiency

Recommending Approval:

Louella
LOUELLA C. AMPAC

Director, Office of the Director of Financial Management

Date: _____

3 - timeliness

4 - average

Approved:

Daniel
DANIEL LESLIE S. TAN

Vice Pres. for Admin and Finance

Date: _____

PERFORMANCE MONITORING FORM

Name of Employee: **LUCILYN L. TABROSA**

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	Pre-audit and posted travel cash advances and reimbursements	Pre-audited and posted travel cash advances, reimbursements.	Daily	30 minutes after receipt	15 minutes after receipt	Impressive	Very Satisfactory	
2	Sent out demand letters for unliquidated travel cash advances and refundable amount for travel	Demand letters were sent for unliquidated CA and refundable amount	End of the month	30 days after travel	30 days after travel	Impressive	Very Satisfactory	
3	Pre-audit payroll for JO, regular, casual employees	Audited payroll for JO, regular, casual employees	Per Quincina	10 minutes after receipt	5 minutes after receipt	Very Impressive	Outstanding	
4	Pre-audit payment for lodging, telephone, department/center billings, cater/meals payments,	Pre-audited payment for lodging, telephone, department/center billings, cater/meals payments.	Weekly	10minutes after receipt	15 minutes after receipt	Very Impressive	Outstanding	
5	Pre-audit honorarium and overtime pay of VSU regular and casual employees	Pre-audited honorarium and overtime pay of VSU regular and casual employees	Every end of the month	10 minutes after receipt	15 minutes after receipt	Very Impressive	Outstanding	
6	Journalize vouchers	Journalized vouchers	Daily	10 minutes after receipt	5 minutes after receipt	Very Impressive	Outstanding	

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

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

Prepared by:



NICK FREDDY R. BELLO

OIC-Head, Office of the Head of Accounting



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **Jan. 1-June 30, 2022**

Name of Staff: **Lucilyn L. Tabrosa** Position: **Admin. 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 improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score		53				

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	N/A				
Average Score	4.42				

Overall recommendation : _____



NICK FREDDY R. BELLO

OIC-Head, Office of the Head of Accounting

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **LUCILYN L TABROSA**

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 1 Target Date: June, 2022

First Step:

Training on financial management

Result

Improved performance

Date: _____ Target Date: _____


Next Step:

Recommend for Promotion

Outcome: _____

Final Step/Recommendation:

Prepared by:


NICK FREDDY R. BELLO
Unit Head

Conforme:


LUCILYN L. TABROSA
Name of Ratee Faculty/Staff