

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: LEONARDA P. OTIDA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.94	4.94 x 70%	3.46
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	4.83 x 30%	1.45
TOTAL NUMERICAL RATING			4.91

TOTAL NUMERICAL RATING: 4.91

Add: Additional Approved Points, if any: 0.00

TOTAL NUMERICAL RATING: 4.91

FINAL NUMERICAL RATING 4.91

ADJECTIVAL RATING: OUTSTANDING


Prepared by:


LEONARDA P. OTIDA
Name of Staff


Reviewed by:


ERLINDA S. ESGUERRA
Department/Office Head

Recommending Approval:



LOUELLA C. AMPAC
Director for Finance

Approved:


REMBERTO A. PATINDOL
Vice Pres. for Admin & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LEONARDA P. OTIDA, of the Accounting Office commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1 to June 30, 2018


LEONARDA P. OTIDA
Ratee

Approved:

ERLINDA S. ESGUERRA


Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	2018	Percentage of Accomplishments of June 30, 2018	Details of Accomplishment	Rating				Remarks
			target			Q ¹	E ²	T ³	A ⁴	
Processing	No. of projects controlled & monitored	Controls Project/Releases under NGAS (20201050), funded by DA-BAR, CHED, PCARRD, DENR & DOST	40	113%	Controlled 45 projects	5	5	5	5	
		Prepares monthly balance per projects	40	113%	Monitored 45 projects	5	5	5	5	
	No. documents processed	Obligates vouchers, payrolls, & PO's under NGAS accounts	500	300%	Obligated 1500 financial docs.	5	5	5	5	
		Earmarks PR's,Contracts, Appointments under NGAS accounts	90	111%	Earmarks 100 documents	5	5	4	4.67	
	No. documents encoded to BAOM System	Encode the obligated voucher, payrolls & PO's under NGAS accounts	500	300%	Encoded 1500 financial docs.	5	5	5	5	
	Number documents liquidated	Post check number to the obligated documents	500	130%	Posted 650 financial docs.	5	5	5	5	
Financial Reports	Number of quarterly and Year-end Financial Reports prepared within the mandated time	Prepare Financial Report of each project	20	130%	Prepare 26 reports	5	5	5	5	
		Prepares schedule of recapitulated liquidations of each projects	40	115%	Prepare 46 schedules	5	5	5	5	
		Prepares schedule of accounts payable for each projects	40	115%	Prepare 46 schedules	5	5	5	5	
		Prepares liquidation report of accounts payable of the previous year of each projects	20	105%	Prepare 21 schedules	5	5	5	5	
		Prepare Terminal Report as project requires	4	100%	Prepare 4 reports	5	5	5	5	
Total Over-all Rating						55	55	54	54.7	
Average Rating (Total Over-all rating divided by # of entries)				4.94		Comments & Recommendations for Development Purpose: <i>Recommend for promotion</i>				
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING			4.94							
ADJECTIVAL RATING			Very Satisfactory							


Evaluated and Rated by

Recommending Approval:

Approved:


ERLINDA S. ESGUERRA
Head, Accounting Office


LUELLA C. AMPAC
Director for Finance


REMBERTO A. PATINDOL
VP for Adm. And Finance

Date: _____

Date: _____

Date: _____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan 1-June 30, 2018

Name of Staff: Leonarda P. Otida Position: Administrative Aide III


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						
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	58				
Average Score	4.83				

Overall recommendation : _____


ERLINDA S. ESGUERRA
Name of Head

PERFORMANCE MONITORING FORM

Name of Employee: LEONARDA P. OTIDA

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	Control Project/Releases under NGAS (20201050) funded by DA-BAR, CHED, PCARRD, DENR, DOST & NEDA	Control Project/Releases under NGAS (20201050) funded by DA-BAR, CHED, PCARRD, DENR, DOST & NEDA	Daily	30 minutes after obligation	15 minutes after obligation	very impressive	outstanding	
2	Prepares Journal monthly balance per projects	Journal monthly balances	Monthly	5 days before a month	1 day before a month	very impressive	outstanding	
3	Obligates vouchers, payrolls, & PO's under NGAS accounts	Obligate vouchers, payroll, PO's	Daily	30 minutes after obligation	15 minutes after obligation	very impressive	outstanding	
4	Earmarks PR's, Contracts, Appointments under NGAS accounts	Earmarks PR's, Contracts, Appointments under NGAS accounts	Daily	30 minutes after earmarks	15 minutes after earmarks	impressive	very satisfactory	
5	Encode the obligated voucher, payrolls & PO's, under NGAS accounts	Encode the obligated voucher, payrolls & PO's, under NGAS accounts to BAOM	Daily	30 minutes after obligation	15 minutes after obligation	very impressive	outstanding	
6	Post check number to the obligated documents	Post check number to the obligated documents	Monthly	5 days before a month	2 days before a month	very impressive	outstanding	
7	Prepare Financial Report of each project	Prepare Financial Report of each project	Quarterly & semi-annual	10 days before end of quarter & semi annual	5 days before end of quarter & semi annual	very impressive	outstanding	
8	Prepares schedule of recapitulated liquidations of each projects	Prepares schedule of recapitulated liquidations of each projects	Monthly	5 days before a month	2 days before a month	very impressive	outstanding	
9	Prepares schedule of accounts payable for each projects	Prepares schedule of accounts payable for each projects	Monthly	5 days before a month	2 days before a month	very impressive	outstanding	
10	Prepares liquidation report of accounts payable of the previous year of each projects	Prepares liquidation report of accounts payable of the previous year of each projects	Monthly	5 days before a month	2 days before a month	very impressive	outstanding	
11	Prepare Terminal Report as project requires	Prepare Terminal Report as project requires	Year End of contract	10 dys before end of Contract	5 dys before end of Contract	very impressive	outstanding	
12	Process immediately the financial documents as long as funds is available	Process immediately the financial documents as long as funds is available	Daily	30 minutes after obligation	15 minutes after obligation	very impressive	outstanding	
13	Liquidate the the financial documents	Liquidate the the financial documents	Monthly	5 dys before a month	2 dys before a month	very impressive	outstanding	

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

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

Prepared by:


ERLINDA S. ESGUERRA
 Head, Accounting Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LEONARDA OTIDA
Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 1 Target Date: September 30, 2018

First Step:
Training on LARGE

Result: Improved Performance


Date: _____ Target Date: _____

Next Step:
Recommend for Promotion

Outcome: _____

Final Step/Recommendation:

Prepared by:


ERLINDA S. ESGUERRA
Unit Head