

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


Name of Administrative Staff: MA. MELISSA F. MENDOZA

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.86	4.86 x 70%	3.40
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	4.58 x 30%	1.37
<b>TOTAL NUMERICAL RATING</b>			<b>4.77</b>


TOTAL NUMERICAL RATING: 4.77  
 Add: Additional Approved Points, if any: 0.00  
 TOTAL NUMERICAL RATING: 4.77

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

  
 MA. MELISSA F. MENDOZA  
 AA IV


Reviewed by:

  
 CORAZON U. NUEVO  
 Head, Cash Office

Recommending Approval:

  
REMBERTO A. PATINDOL  
 Chairman, PMT

Approved:

  
 EDGARDO E. TULIN  
 President

I, **Ma. Melissa F. Mendoza**, of the *Cash Division* commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of **July 1 to December 31, 2018**

**MA. MELISSA F. MENDOZA**  
Ratee

Approved: **CORAZON U. NUEVO**  
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
<b>ADMINISTRATION SUPPORT SERVICES &amp; MANAGEMENT MFO 1</b>	Customer Friendly Frontline Service	Responsive and facilitated clients request.	zero complaint	zero complaint	5	5	5	5.00	
<b>DISBURSEMENT/ PROCESING MFO2</b>	Percentage of funds disbursed with approved documents with customer satisfaction and error free.	Encoded check entries to BAUM	4,100	4,200	5	5	4	4.67	
		Generated checks for fund 101T, 101 Cebu, STF Cebu 101T Cebu, AREC, PCC, KR2 jackfruit and RF 161	4,100	4,200	5	5	4	4.67	
	Number of withdrawals of student deposit.	Recorded checks issued to the corresponding Bank Cash Book	4,100	4,200	5	5	4	4.67	
		Updated/monitored balances of Bank cash book	8	10	5	5	5	5.00	
		Posted the assigned check number to the payrolls/vouchers.	4000	4,500	5	5	5	5.00	
		Encoded PACS for ATM payroll of Job Orders of 101 Trust, igp and arec.	3000	3,005	5	5	4	4.67	
		Prepared summary for PACS.	130 pages	130	5	5	5	5.00	
		Prepared special cash advances.	5	5	5	5	5	5.00	
		Disbursed/paid approved vouchers/payrolls below P500.00 of all funds under MOOE	550	552	5	5	4	4.67	
		Recorded paid vouchers/payrolls to their corresponding Bank Cash Book.	550	552	5	5	5	5.00	
		Prepared replenishment for the paid vouchers/payrolls	30	32	5	5	4	4.67	
		Prepared liquidation report for the said Petty Cash Fund.	80	85	5	5	5	5.00	
<b>INNOVATION &amp; BEST PRACTICES SERVICES MFO6</b>	Number of best practices achieved.	Immediate response of claims inquiry	100%	100%	5	5	5	5.00	
<b>Total Over-all Rating</b>									<b>68.00</b>

<b>Average Rating (Total Over-all rating divided by 14)</b>		<b>4.86</b>
<b>Additional Points:</b>		
Approved additional points(with copy of approval)		
<b>FINAL RATING</b>		<b>4.86</b>
<b>ADJECTIVAL RATING</b>		

Evaluated & Rated by:

**CORAZON U. NUEVO**  
Dept./Unit Head  
Date:

Recommending Approval:

**LOUELLA C. AMPAC**  
Director of Finance  
Date:

Approved by:

**REMBERTO A. PATINDOL**  
Vice President  
Date:

Comments & Recommendations for Development Purpose:  
*Needs training/seminar. Will organized in her task. Willing to be trained and she deserves promotion.*

# Annex O

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - Dec 31/18  
 Name of Staff: MA. M.F. HENDON Position: Adm. 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						
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>						
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	5	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		4.58				

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

  
 CORAZON U. NUEVO  
 Name of Head

**Exhibit 1****PERFORMANCE MONITORING FORM**

Name of Employee: MA. MELISSA F. MENDOZA

Task No.	Expected Output	Date Assigned	Expected Date to Accomplish	Actual accomplished Date	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Encoded to BAUM & generated check for 101 T, PCC, 161 and other funds	Daily	Within the day	Within the day	Very impressive	O	
2	Encoded BAUM and generated PAC's for ATM payroll & reimbursement	Daily	Within the day	Within the day	Very impressive	O	
3	Recorded all check issued to corresponding Check Book	Daily	Within the day	Right after issuance of checks	Impressive	VS	
4	Prepared liquidation of all cash advances intended for MOOE	As funds utilized	As funds utilized	Immediately once funds were fully utilized	impressive	VS	
5	Paid transaction less than P500.00	Daily	Within the day	Immediately upon documents presented	impressive	VS	
6	Monitored cash book balances of all funds assigned.	Every 2 days	Every 2 days	End of the day based on transaction.	impressive	VS	

\* Either very impressive, impressive, needs improvement, poor, very poor  
\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

  
CORAZON U. NUEVO  
Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ma. Melissa F. Mendoza  
Performance Rating: \_\_\_\_\_

Signature: \_\_\_\_\_

Aim: Be more knowledgeable in Cash mgmt. System

Proposed Interventions to Improve Performance:

Date: \_\_\_\_\_ Target Date: July - Sept./18

First Step:

Enroll her for Training/Seminar

Result: enhanced performance & applied the knowledge gained

Date: \_\_\_\_\_ Target Date: Oct - Dec./18

Next Step:

Monitoring & coaching  
Attend conference

Outcome: improved output/performance

Final Step/Recommendation:

Deserving for a promotion

Prepared by:

Corazon U. Nuevo  
CORAZON U. NUEVO  
Unit Head

Conforme:

MA. MELISSA F. MENDOZA  
Name of Ratee