



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Celso F. Sacro

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.90	70%	3.430
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
TOTAL NUMERICAL RATING			4.91

TOTAL NUMERICAL RATING: 4.91
Add: Additional Approved Points, if any: 0
TOTAL NUMERICAL RATING: 4.91

FINAL NUMERICAL RATING 4.91

ADJECTIVAL RATING: Outstanding

Prepared by: CELSO F. SACRO
Name of Staff

Reviewed by: QUEEN-EVERY L. ATUPAN
Department/Office Head

Recommending Approval:

LOURDES B. CANO

Dean/Director

Approved:

REMBERTO A. PATINDOL

Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CELSO F. SACRO**, Admin Aide IV 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, 2020**.

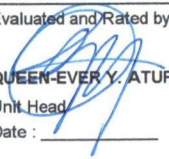



CELSO F. SACRO
Ratee

Approval:


QUEEN EVERY Y. ATUPAN
Head of Unit

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
UGAS5. SUPPORT TO OPERATIONS											
OVPAF STO 1: ISO 9001 :2015 ALIGNED DOCUMENTS											
ODAS/HRM 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	Accommodate various requests and inquiries from clients.	95% of clients rated services as very satisfactory or higher	100% of clients rated services as very satisfactory or higher	100%	4	5	5	4.67	zero NC during external audit
		PI. 3 Number of administrative processes implemented in accordance with existing approved quality procedures	Implement processes on accordances with existing approved QPs	3 processes implemented according to QP	3 processes implemented according to QP	100%	5	5	5	5	
		PI. 5 Percentage updating of students' payment using Cumulus	Post payment to students account using cumulus.	100% monthly updating and posting of payments using the Cumulus System	100% monthly updating and posting of payments using the Cumulus System	100%	5	5	5	5	
		PI.7 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor	File and keep records as evidence during ISO Audit	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	100%	5	5	5	5	

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS											
ODAS/HRM STO 3:	ARTA aligned frontline services	PI. 9 Efficient & customer friendly frontline service	Responsive and facilitative to clients requests	Zero percent complaint from clients served	Zero percent complaint from clients served	100%	4	5	5	4.67	Note: Please refer to customer satisfaction survey result from QAC
VPAF STO4: INNOVATIONS & BEST PRACTICES											
ODAS/HRM STO 4:	Innovations & new Best Practices Development Services	PI. 10. Number of new systems/innovations/proposals introduced and implemented	Prepare work instructions in process of payment and the issuance of OR for students payment made in bank, on-line and at the office	1 work instruction	1 work instruction	100%	5	5	5	5	Work instruction for collection of income
		PI.15 Number of draft Operations Manual and revised existing manual prepared	Participate and contribute input in the drafting of cash office operations manual	1 operations manual for cash office	1 operations manual for cash office (draft)	100%	4	4	5	4.33	
UMFO6: General Administrative and Support Services (GASS)											
VPAF GASS 1: Administrative and Support Services Management											
ODAS/HRM GASS 1:	Administrative and Support Services	PI. 17 Number of administrative services and financial/ administrative documents acted within time frame	Accommodate request of account account balances and various request from students and clients	100 requests/ administrative documents	150 requests/ administrative documents	150%	5	5	5	5	
		PI. 18 No. of linkages with external agencies maintained	Maintain a good working relationships with Landbank, COA and other funding agencies	3 Linkages (COA, LBP, etc	3 Linkages (COA, LBP, etc	100%	5	5	5	5	

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
ODAS/HRM GASS 4: Cashiering Services											
		PI3. Number of Cash advances and Petty Cash Fund Maintained/facilitated for University Cash Disbursements.	Maintain and handle the petty cash fund of the office	1 Petty Cash Funds	1 Petty Cash Funds	100%	5	5	5	5	
CASH MFO4	Collection Services	PI1. Number of official receipts issued for collection	Collect fees and issue official receipts to students and clients	1,250 official receipts issued	3,000 official receipts issued	240%	5	5	5	5	
		PI1. Number of deposits of daily collection following COA rules to be deposited intact on the following working day.	Deposit daily collection intact the next banking day and prepare deposit slips	150 deposits	1,850 deposits	1233%	5	5	5	5	
CASH MFO5	Student Services	PI1. Number of students records of accounts maintained, validated and updated for college and high school students	Assist students in charge in the validation of student account balances and reports	7000 students 10,000 old accounts	7906 students 10,500 old accounts	100%	5	5	5	5	
Total Over-all Rating				63.67	Comments and Recommendations for Development purpose: <i>Recommended to attend skill development training and seminars for career development.</i>						
Average Rating				4.90							
Adjectival Rating				Outstanding							
Evaluated and Rated by: 			Recommending Approval: 			Approved: 					
QUEEN-EVERY Y. ATUPAN Unit Head Date: _____			LOURDES B. CANO Director for Administration Date: _____			REMBERTO A. PATINDOL VP for Admin. Andm Finance Date: _____					
1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average											



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2020

Name of Staff: Celso F. Sacro Position: 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 improvement of his work accomplishment	5	4	3	2	1
12. Willing to be trained and developed	5	4	3	2	1
Total Score	59				
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					
Average Score	4.92				

Overall recommendation : Recommended to attend skill development trainings and seminars for career advancement

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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Celso F. Sacro

Performance Rating: 4.90

Aim: Improved collection services.

Proposed Interventions to Improve Performance:

Date: July 1, 2020 Target Date: September 30, 2020

First Step: Requested him to create the cash office official Facebook page and messenger account to improve communication with students and clients, especially in this time of pandemic.

Result: The cash Office official Facebook page and messenger account was being created and communication with students and clients was further improved.

Date: October 1, 2020 Target Date: December 31, 2020

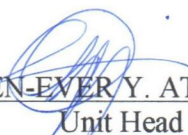
Next Step: Arranged all work assignments to be well-coordinated with fellow collecting officer especially in depositing daily collections in this time of pandemic.

Outcome: Collection services was further improved and necessary innovations were being implemented to adopt the new normal.

Final Step/Recommendation:

Recommended to attend skills development trainings and seminars for career advancement.

Prepared by:


QUEEN-EVERY Y. ATUPAN
Unit Head

Conforme:


CELSO F. SACRO
Name of Ratee Faculty/Staff