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	4.76	4.76 x 70%	3.33
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	4.75 x 30%	1.42
	TOTAL NUM	IERICAL RATING	4.75

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.75

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

MARIA A. NUÑEZ AA IV

Reviewed by:

V U. NUEVO Head, Cash Office

Recommending Approval:

REMBERTO A. PATINDOL

Chairman, PMT

Approved:

EDGARDO E. TULIN President Wh

"Exhibit B"

Rating

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

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, 2016 to December 31, 2016

Approved:

ralee	nead of Offic			
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accompli
FINANCIAL MANAGEMENT MFO 2				ment
Cash Management 2				

MFO & PAPS	PAPS I Success Indicators I	Tasks Assigned	Target	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Actual	4	· tating			Remark
WI C C I / C C	The state of the s		Target	Accomplis	Accomplishment	Q	E	Т	Α	temark
FINANCIAL MANAGEMENT MFO 2				ment						
Cash Management 2		7								
2.1 Disbursement services	Maximized utilization of Cash Allocation intended for the university w/	Encoded check entries to BAUM	4,000	4,500	113%	5	5	4.5	4.83	
	approved processed documents, customer satisfaction and error free.	Generated checks for fund 101T,101 Cebu, STF								
		Cebu 101T Cebu, AREC, PCC, KR2 jackfruit and								
		RF 161	4,000	4,500	113%	5	4.5	4.5	4.66	
		Recorded checks issued to the corresponding Bank								
		Cash Book	4,000	4,500	113%	5	4.5	4	4.66	
		Updated/monitored balances of Bank cash book	8	10	125%	5	4.5	4.5	4.66	
		Posted the assigned check number to the					1			
		payrolls/vouchers.	4,000	4,500	113%	5	4.5	5	4.83	
		Prepared PACS for ATM payroll of Job Orders of								
		101 Trust, igp and arec.	3,000	3,200	107%	5	5	5	5	
		Prepared special cash advances.	15	18	120%	5	4.5	5	4.83	
		Disbursed/paid approved vouchers/payrolls below								
		P500.00 of all funds under MOOE	500	600	120%	5	5	5	5	
		Recorded paid vouchers/payrolls to their								
		corresponding Bank Cash Book.	500	600	120%	5	4.5	4	4.66	
		Prepared replenishment for the paid								
		vouchers/payrolls	30	35	117%	5	4.5	4.5	4.66	
		Prepared liquidation report for the said Petty Cash	80	90	113%	5	4.5	4.5	4.66	
		Fund.								

SERVICES & MANAGEMENT MFO										
Customer Friendly										
Frontiline Service	No noon Break Policy to entertained clients during theis period	Catered the needs of the clients	100%	100%	100%					
Total Over-all Rating						,			52.45	
Average Rating (Total Over-all rating d	livided by 11	4.76	Comment	s & Recomr	nendations for	Devel	opmer	nt Purp	ose:	
Additional Points:										
Punctuality										
Approved additional points(with copy o	f approval)									
FINAL RATING		4.76								
ADJECTIVAL RATING		0								
Received by:	Calibrated by:	Recommending Approval:		Approved	by:	00	0	2		
REMBERTO A PATINDOL Planning Office PMT Date: Date:		REMBERTO A PATINDOL Vice President Date:			E		RDO Presi Date:	dent		
1 - Quality										
2 - Efficiency										
3 - Timeliness										
4 - Average										

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Vo	ely- Der- 2014
Name of Staff: Har Helican	Men down Position:

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.

using the sould below. Entitle 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)			Scal	е	
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
2.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
3.	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
4.	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
5.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
6.	Suggests new ways to further improve her work and the services of the office to its clients	(5)	4	3	2	1
7	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
8	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
9.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
10	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)			Scal	е	
 Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors 	t 5	4	3	2	1
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
 Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients. 		4	3	2	1
 Accepts accountability for the overall performance and in delivering the output required of his/her unit. 	t 5	4	3	2	1
 Demonstrates, teaches, monitors, coaches and motivates subordinates for the improved efficiency and effectiveness in accomplishing their assigned task needed for the attainment of the calibrated targets of the unit 		4	3	2	1
Total Score	9 4	7			
Average Score	9 4	17	(

Overall recommendation	
	Coparan u Nuovo
	Name of Head