



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MYRNA S. PANCITO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.87	4.87 X 70%	3.41
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	4.94 X 30%	1.48
TOTAL NUMERICAL RATING			4.89

TOTAL NUMERICAL RATING: 4.89

Add: Additional Approved Points, if any: 0.00

TOTAL NUMERICAL RATING: 4.89

FINAL NUMERICAL RATING 4.89

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

Myrna S. Pancito
MYRNA S. PANCITO
Admin. Officer V 7/20

Reviewed by:

Louella C. Ampac
LOUELLA C. AMPAC
Immediate Supervisor

Recommending Approval:

Louella C. Ampac
LOUELLA C. AMPAC
Financial Management Director

Approved:

Remberto A. Patindol
REMBERTO A. PATINDOL
Vice-Pres. For Admin. & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MYRNA S. PANCITO, of the Budget Office commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for for the period January 1 to June 30, 2020.

MYRNA S. PANCITO

Ratee

7/12/20

Approved:

LOUELLA C. AMPAC

Head of Unit

7/12/20

	Success Indicators	Tasks Assigned	Target	Details of Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Administrative & Support Services Mgmt.	Efficient & customer-Friendly Frontline Service	Plans activities and supervises office staff , prepares communications & files documents of the office.	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5	
	Number of external linkages for improved financial management developed/maintained	Attend to meetings/seminars per advisory by Agency & make follow ups of SARO & NCA for the university budget releases	4 external linkages (COA, DBM, CHED, PASUC,NEDA)	4 external linkages (COA, DBM, CHED, PASUC,NEDA)	5	5	5	5	
	Membership to committees (NABP, BAC-TWG)	Participates in meeting	35 meetings attended/participated	39 meetings attended/participated	5	5	5	5	
Effective and Responsive Annual Budget prepared and submitted within allowable period	Percentage of annual budget proposal (GAA & STF) submitted to different regulatory committees and agencies	Prepares data/reports for Budget Proposal for Past Years actual Obligations and Current Year's Appro. & proposed w/in the ceiling per NEP data & released the sub-allotment to offices/centers concerned per GAA	100% of proposed amount submitted	Total Budget for FY 2020 proposed per Hard Ceiling = 1 volume Budget prposal submitted	5	5	5	5	
Efficient Budget Utilization of funds within prescribed time	Percentage of budget obligated and liquidated before year end.	Reviews and certifies financial documents (vouchers, payrolls, and etc.) as to availability of appropriation; prepares request for funding terminal leave pay , follow up and get SARO & NCA from DBM	100% budget utilized	Fund 101 -49% Fund 164 -18%	4	4	4	4	PS, MOOE & CO=P444,979.692. 12 (49%) obligation for GF and P26,708,956.28for STF (18%)

	No. of budget proposal (CY & PY) for utilization of income prepared and defended at UADCO & approved by BOR	Prepares data /reports for current & prior years proposed utilization of income for Main Campus for FY 2019 & FY 2020	5 budget proposals	4 Budget proposals approved	5	5	5	5	
	No. of fund transfer prepared on the 5th day of the month, error free	Prepares document for fund transfer of funds to External campuses; consolidates reports with main.	65 fund transferred Documents & consolidated reports with Main	60 fund transferred documents & consolidated with Main	5	5	5	5	
Timely and Error Free financial and budgetary reports prepared and submitted within the prescribed time.	Number of monthly, quarterly and year end financial reports including request for TLB/Filing up of position prepared, consolidated approved and submitted to COA, DBM, CHED, PASUC for all fund clusters w/in mandated time, error free.	Prepares Budget Execution Document, Budget Accountability Reports monthly, quarterly & year-end reports required by DBM, COA, PASUC, CHED, etc & provides financial data for Normative Financing, AACCUP and other offices.	25 Budget Exec. Docs. & Budget Financial Accountability reports (BED's & BFAR's) certified & approved by the President & 23 other Financial Reports for internal use.	60 Budgetary Reports	5	5	5	5	
Total Over-all Rating				4.87	39	39	39	39	
entries)					<i>For training in PRSAS & GAM</i>				
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING				4.87					
ADJECTIVAL RATING									

Evaluated & Rated by:

Louella C. Ampac

LOUELLA C. AMPAC

Director of Finance

Date: 7/20

Recommending Approval:

Louella C. Ampac

LOUELLA C. AMPAC

Director of Finance

Date: 7/20

Approved:

Remberto A. Patindol

REMBERTO A. PATINDOL

Vice Pres. For Admin.

Date: 7/21

1 - quality

2 - efficiency

3 - timeliness

4 - average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

Name of Staff: **MYRNA S. PANCITO** Position: **ADMINISTRATIVE OFFICER V**

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 66				
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		25				
Average Score		4.94				

Overall recommendation : Recommend to attend PPSAS and GAM

Louella C. Ampac
LOUELLA C. AMPAC
 Director of Finance 3/21

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Myrna S. Pancito
Performance Rating: Outstanding

Aim: To advance in professional competitiveness in government accounting and to have an update on the latest implementations and undertakings as mandated by governing agencies.

Proposed Interventions to Improve Performance:

Date: July, 2020

Target Date: December, 2020

First Step:

Result:


Date: July 2020 Target Date: December, 2020

Next Step:

Outcome: To develop skills and increase motivation through continuous update on work related trainings/workshops.

Final Step/Recommendation: Recommend to attend Training/Workshop on PPSAS and RCA.

Prepared by:


LOUELLA C. AMPAC
Director of Finance 7/21

Conforme:


MYRNA S. PANCITO
Printed Name and Signature of Employee 7/21