



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **MONA NENA B. GERALDO**

| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR  | 4.83                    | 4.83 x 70%               | 3.38                                    |
| 2. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 4.58                    | 4.58 x 30%               | 1.37                                    |
| <b>TOTAL NUMERICAL RATING</b>   |                         |                          | <b>4.75</b>                             |

TOTAL NUMERICAL RATING: 4.75

Add: Additional Approved Points, if any: 0.00

TOTAL NUMERICAL RATING: 4.75

FINAL NUMERICAL RATING 4.75

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

**MONA NENA B. GERALDO**

Admin. Aide III 1/12

Reviewed by:

**MYRNA S. PANCITO**

Head, Budget 1/12

Recommending Approval:

**LOUELLA C. AMPAC**

Financial Management Director 1/12

Approved:

**REMBERTO A. PATINDOL**

Vice President for Admin. & Finance 1/12

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Mona Nena B. Geraldo**, 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 the period **August 17- December 31, 2020**.

**MONA NENA B. GERALDO**

Ratee 1/12

Approved:

**MYRNA S. PANCITO**

Head of Unit 1/12

| MFO & PAPs  | Success Indicator  | Tasks Assigned  | Target                                     | Actual Accomplishment                 | Rating  |                |                |                | Remarks |
|---|--|---|--|---------------------------------------|---|----------------|----------------|----------------|---------|
|   |  |   |  |                                       | Q <sup>1</sup>  | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |         |
| <b>Certified Financial Documents/ Reports</b>             | Number of liquidation of obligations completed with in prescribed period, error free | Prepares liquidation of obligations under fund 101, fund 164 and 161 to determine actual disbursement/payments to payees. | 6,000 obligations for liquidation          | 5,363 obligations liquidated ; 89.38% | 5   | 5              | 5              | 5              |         |
|   | Number of prepared ORS and vouchers for fund transfer                                | Prepares ORS and vouchers for satellite campuses for fund transfer  | 65 fund transferred document               | 62 fund trasferred documents ; 95.38% | 5   | 5              | 5              | 5              |         |
|   | Number of financial reports assisted, error free                                     | Assist supervisor in preparing financial reports  | 33 budgetary reports                       | 35 reports; 106%                      | 4   | 5              | 5              | 4.67           |         |
|   | Percentage of datas/reports encoded in the system                                    | Assist in encoding datas to URS and OSBP  | 100%                                       | 100%                                  | 5   | 5              | 5              | 5              |         |
| <b>Administrative Support Services and Management</b>     | Efficient & Customer-friendly froline services                                       | Entertain clients and observe no noon break policy  | Zero percent complaint from clients served | Zero Complaint                        | 5   | 5              | 5              | 5              |         |
|   | Percentage of office documents filed   | Files and retrieves office documents  | 100% compliant                             | 100%                                  | 4   | 5              | 4              | 4.33           |         |
| <b>Total Over-all Rating</b>                              |  |   |  | <b>4.83</b>                           | 28  | 30             | 29             | <b>29.00</b>   |         |
| <b>Average Rating :</b>                                   |  |   |  |                                       | Comments & Recommendations for Development Purposes:<br>Good work overall... Recommend to attend trainings related to their function of the office. |                |                |                |         |
| <b>Additional Points:</b>                                 |  |   |  |                                       |   |                |                |                |         |
| <b>Punctuality</b>  |  |   |  |                                       |   |                |                |                |         |
| <b>Approved Additional points (with copy of approval)</b> |  |   |  |                                       |   |                |                |                |         |
| <b>FINAL RATING</b>                                       |  |   |  |                                       |   |                |                |                |         |
| <b>ADJECTIVAL RATING</b>                                  |  |   |  |                                       |   |                |                |                |         |

Evaluated & Rated by:

**MYRNA S. PANCITO**

Head, Budget Office

Date: 1/12

Recommending Approval:

**LOUELLA C. AMPAC**

Financial Management Director

Date: 1/12

Approved by:

**REMBERTO A. PATINDOL**

Vice President for Admin & Finance

Date: 1/12

Legend:

1 - Quality

2 - Efficiency

3- Timeliness

4 - Average



# PERFORMANCE MONITORING FORM


Name of Employee: MONA NENA B. GERALDO

| 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        | Prepares liquidation of obligation under fund 101, 164 and 161 to determine actual disbursement/payments to payee. | Liquidated funds under RAF, IGF and BRF.              | Monthly & Quarterly from Aug.-Dec. 2020 | Monthly & Quarterly from Aug.-Dec. 2020 | Monthly & Quarterly from Aug.-Dec. 2020 | Very Impressive    | Outstanding                     |                         |
| 2        | Prepares ORS and vouchers for Satellite Campuses fund transfer.  | Number of prepared ORS for fund transfer              | If needed                               | If needed                               | If needed                               | Impressive         | Outstanding                     |                         |
| 3        | Assist supervisor in preparing financial reports.  | Number of financial reports assisted, error free      | Quarterly from Aug.-Dec. 2020           | Quarterly from Aug.-Dec. 2020           | Quarterly from Aug.-Dec. 2020           | Very Impressive    | Outstanding                     |                         |
| 4        | Assist in encoding datas to URS and OSBP.  | Percentage datas encoded in the system                | Monthly & Quarterly from Aug.-Dec. 2020 | Monthly & Quarterly from Aug.-Dec. 2020 | Monthly & Quarterly from Aug.-Dec. 2020 | Very Impressive    | Outstanding                     |                         |
| 5        | Efficient and customer-friendly frontline services   | Entertained clients and observed no noon break policy | Daily from Aug.-Dec. 2020               | Daily from Aug.-Dec. 2020               | Daily from Aug.-Dec. 2020               | Very Impressive    | Outstanding                     | Zero Complaint          |
| 6        | Functions as dDRC of the Office  | Filed and retrieved ISO-related documents.            | If needed                               | If needed                               | If needed                               | Impressive         | Outstanding                     |                         |

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

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

Prepared by:

  
MYRNA S. PANCITO  
 Head 11/2





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

Name of Staff: Mona Nena B. Geraldo 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>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>  |   | 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  |   |       |   |   |   |  |

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

  
**MYRNA S. PANCITO**  
 Head of Office



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Mona Nena B. Geraldo

Performance Rating: Outstanding

Aim: To develop the employee's competitiveness among colleagues and to explore new ways of delivering outputs.

Proposed Interventions to Improve Performance:

Date: August 2021 Target Date: December 2021

First Step: Send to Commission on Audit (COA) training entitled Laws and Rules on Government Expenditures.

Result: To provide a common understanding and uniform interpretation of Laws, rules and Regulations on government expenditures and disbursement.

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:

\_\_\_\_\_

Outcome: \_\_\_\_\_

Final Step/Recommendation:

Recommend to attend training/workshop on LARGE.

Prepared by:

  
MYRNA S. PANCITO  
Head 11/12

Conforme:

  
MONA NENA B. GERALDO 11/12