

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

Name of Administrative Staff: PRISCO P. VIDAL

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	4.93 x 70%	3.45
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	4.83 x 30%	1.45
TOTAL NUMERICAL RATING			4.90

TOTAL NUMERICAL RATING: 4.90

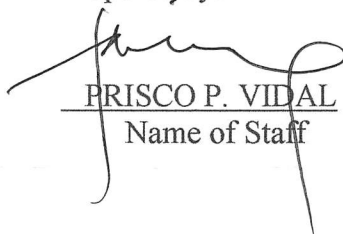
Add: Additional Approved Points, if any: 0.00

TOTAL NUMERICAL RATING: 4.90

FINAL NUMERICAL RATING 4.90

ADJECTIVAL RATING: OUTSTANDING


Prepared by:

  
PRISCO P. VIDAL  
Name of Staff

Reviewed by:

  
ERLINDA S. ESGUERRA  
Department/Office Head

Recommending Approval:

  
LOUELLA C. AMPAC  
Director for Finance

Approved:

  
REMBERTO A. PATINDOL  
Vice Pres. for Admin & Finance

# **INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **PRISCO P. VIDAL**, of the Accounting 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 of January to June 2018.

*Prisco P. Vidal*  
**PRISCO P. VIDAL**  
 Ratee

Approved:

**ERLINDA S. ESGUERRA**  
 Head of Unit

MFO & PAP's	Success Indicators	Tasks Assigned	2018 Target Jan. - June	Percentage of Accomplishments As of June 30, 2018	Details of Accomplishment	Rating			
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>
Disbursement/ Processing Services	No. of documents checked/pre-audited within 3 days after receipt	Pre-audit vouchers, payrolls, P.O. other financial documents	4,795	105%	5,055	5	5	5	5.00
	No. of documents checked/pre-audited within 3 days after receipt	Pre-audit vouchers for cash advances for petty cash and bonded officials	300	130%	390	5	5	5	5.00
	No. of cash advance voucher and liquidation report posted within 3 days after receipt	Posts Cash Advances and liquidations reports to ledger cards	300	130%	390	5	5	5	5.00
	No. of purchases inspected after receipt	Inspects supplies and materials purchases	2,000	118%	2,350	5	5	5	5.00
	No. of inventories attended	Attends inventory of supplies and materials of projects	20	125%	25	5	5	4	4.67
<b>Total Over-all Rating</b>						<b>25</b>	<b>25</b>	<b>24</b>	<b>24.67</b>
Average Rating (Total Over-all rating divided by # of entries)						4.93	Comments & Recommendation: Development Purpose:  <i>Recommended for promotion</i>		
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING						4.93			
ADJECTIVAL RATING									

Evaluated and Rated by:

*Esguerra*  
**ERLINDA S. ESGUERRA**  
 Head, Accounting Office

Recommending Approval:

*Loquilla C. Ampac*  
**LOUELLA C. AMPAC**  
 Director for Finance

Approved:

*Remberto A. Patindol*  
**REMBERTO A. PATINDOL**  
 VP for Admin. and Finance

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

- 1 - quality      3 - timeliness  
 2 - efficiency      4 - average

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan 1-June. 30, 2018  
Name of Staff: Prisco Vidal Position: Administrative Aide VI

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. 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	58				
Average Score	4.83				

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

  
ERLINDA S. ESGUERRA  
Name of Head

## PERFORMANCE MONITORING FORM


Name of Employee: **PRISCO P. VIDAL**

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	Pre-audit vouchers, payrolls, P.O. other financial documents	Pre-audited vouchers, payrolls, P.O. and other financial documents	Daily	30 minutes after audit	15 minutes after audit	Very Impressive	Outstanding	
2	Pre-audit vouchers for cash advances for petty cash and bonded officials	Pre-audited vouchers for cash advances for petty cash and bonded officials.	Daily	30 minutes after receipt	15 minutes after receipt	Very Impressive	Outstanding	
3	Posts Cash Advances and liquidations reports to ledger cards	Posted Cash Advances and liquidations reports to ledger cards.	Daily	30 minutes after receipt	15 minutes after receipt	Very Impressive	Outstanding	
4	Inspects supplies and materials purchases	Inspected supplies and materials purchased.	Daily	Immediately as requested	10 minutes after request	Very Impressive	Outstanding	
5	Attends inventory of supplies and materials of projects	Attended inventory of supplies and materials of projects.	Semi-annual	Semi-annual	Semi-annual	Impressive	Very Satisfactory	

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

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

Prepared by:

  
**ERLINDA S. ESGUERRA**  
 Head, Accounting Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: PRISCO P. VIDAL  
Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 1 Target Date: October, 2018

First Step:  
Training on Laws and Rules on Government Expenditures

Result: Improved Performance

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

Next Step:  
Recommend for Promotion

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

Final Step/Recommendation:

Prepared by:

  
ERLINDA S. ESGUERRA  
Unit Head