

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: +63 053 563 7323

Email Address: prpeo@vsu.edu.ph
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COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

EDERLINA S. DIANO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.72	70%	3.35
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
	4.72		

TOTAL NUMERICAL RATING:

4.72

Add: Additional Approved Points, if any:

4.72

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

4.72

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

EDERLINA S. DIANO Admin. Aide VI

MYRNA S. PANCITO Head, Budget Office

Recommending Approval:

LOUELLA C. AMPAC

Approved:

Hour

REMBERTS A. PATINDOL Vice-Pres. For Admin. & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Ederlina S. Diano, 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 July 1-December 31, 2019

EDERLINA S. DIANO
Ratee

MYRNA'S. PANCITO

Approved

		Powerton	D	Actual		Remarks				
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Percentage of Accomplisment	Accomplishme nt	Q ¹	E ²	T ³	A ⁴	
Certified Financial	Number of transaction recorded/	Records/Encodes daily, obligated	95%: 4000 documents	134%	5,381	5	5	4	4.67	
Documents/Reports	encoded right after receipt of	Purchase orders, Vouchers & Payrolls								
•	diocuments, error free	under General Fund & IGP Accts. To								
		BAOM								
	Number of sub-allotment & projects	Controls office/center/dept. sub-	95% :6650 documents	102%	6,822	5	5	4	4.67	
	controlled 2 days upon receipt, error	allotment under General Fund and	encoded & posted to the							
	free & posting & filing	encode income from IGP Projects to	BAOM & Subsidiary Ledger							
		Registry of Receipts & Obligations								
		Subsidiary Ledger								
	Number of document Filed	Files ORS/BURS & PRs, vouchers,	95% : 5100 documents	106%	5,438	5	5	4	4.67	
		Payrolls under Fund 101 & IGP		4						
	Number of documents earmarked,	Earmarks Job Orders, contracts of	95%: General Fund= 1800	107%	1,934	5	5	4	4.67	
	2days upon receipt, error free	Services, Purchase Request, RIS and				1				
		fund transfer under Fund 101 & under								
		IGP	30							
	Number of status of funds monthly,	Prepares monthly, Quarterly & year-end	25 Registry of Allotment &	200%	50	5	5	5	5.00	
	quarterly and yearly status prepared	status of funds under Fund 101 & IGP	Obligations monthly & 100							
	within prescribed period, error free	projects	office, center quarterly							
			reports & status of funds							
Administrative Support Services	Efficient & Customer-friendly	Entertain clients and observe no noon	Zero percent complaint from	100%	Zero Complaint	5	5	5	5.00	
and Management	Frontline Services	break policy	clients served							
Total Over-all Rating						30	30	26	28.67	
Average Rating (Total Over-all				4.70	Comments & Reco	mmenda	ations for	Developm	nent Purpose	:
rating divided by 4)				4.78	Could Man	K ON	nthae	. Me	ummenal	
Additional Points:					to attend			relation	to ten	ev.
Approved Additional points					punctim 1	n th	4 -110	Le.		
(with copy of approval)					I willing	,	,,			

Evaluated & Rated by:	Recommending Approval:		Approved:
ADJECTIVAL RATING			
FINAL RATING		4.78	

MYRNA S. PANCITO

Head

LOUELLA C. AMPAC

Director of Finance

Vice-Pres. For Admin.

Date: _____

1- Quality

2-Efficiency

3-Timeliness

4- average

PERFORMANCE MONITORING FORM

Name of Employee: EDERLINA S. DIANO

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all Assessment of Output**	Remarks/Recomme ndation
1	Obligates, records/encodes transaction right after receipt of documents.	Obligate, recorded/encoded documents under GF Account to BAOM	Daily from July- December 2019	Daily from July- December 2019	Daily from July- December 2019	Kny Traprocan	antstormany	The documents were released one day upon receipt
2	Controls sub-allotments and Projects	Controlled office/center/dept. augmentation under GF projects to Registry of Receipts & Obligations Subsidiary Ledger of Current expenses	Daily from July- December 2019	Daily from July- December 2019	Daily from July- December 2019	Vony Depressive	omstoward	The documents were released 2 days upon receipt
3	Obligates PO's, Vouchers, Payrolls and Binds ORS and voucher copies under General Fund	Number of documents obligated, 2 days upon receipt, error free	Daily from July- December 2019	Daily from July- December 2019	Daily from July- December 2019	very Japanean	outstandin	The documents were released 2 days upon receipt
4	Earmarks JO's, Purchase Request, Petty Cash under General Fund	Number of documents earmarked, 2 days upon receipt, error free	Daily from July- December 2022	Daily from July- December 2019	Daily from July- December 2019	Impressive	6M3tanniny	The documents were released 2 days upon receipt
5	Prepares monthly, quarterly & year-end status of funds under General Fund	Number of status of funds monthly, quarterly and year-end status prepared within prescribed period, error free	Every 5th at the end of the month, quarter & year	Every 5th at the end of the month, quarter & year	Every 10th at the end of the month, quarter & year	Ingresse	mistandi	Submitted reports within mandated time
6	Efficient & Customer-Friendly Frontline Service	Entertained clients and observed no noon break policy	Daily from July- Dec 2019	Daily from July- December 2019	Daily from July- December 2019	von Primiari	outstandin/	Zero complaint from clients served

^{*} Either very impressive, impressive, needs improvement, poor, very poor

Prepared by:

MYRNA S. PANCITO
Administrative Officer V

^{**} Outstanding, very satisfactory, satisfactory, unsatisfactory, poor



Personnel cords and Performance Evaluation office

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: +63 053 563 7323 Email Address: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2019

Name of Staff: EDERLINA S. DIANO 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)		S	Scale	Э	
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	(9	4	3	2	1
2.	Makes self-available to clients even beyond official time	(3)	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.					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.				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	(3)	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				2	1
12.	Willing to be trained and developed	5	4	3	2	1

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment

FM-PRO-14

Rev.: 00

11-15-2019



Personne cords and Performance Chaluation office

Chaluation office
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	Total Score					
	B. Leadership & Management (For supervisors only to be rated by higher supervisor)					
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			4.58	}	

Overall recommendation	:	

MYRNA S. PANCITO Head, Budget Office

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PERFORMANCE MONITORING & COACHING JOURNAL July - December , 2019

	1st	Q
	2nd	U
X	3rd	A
X	4th	R

Name of Office:

Budget Office

Head of Office:

MYRNA S. PANCITO

Name of Staff

EDERLINA S. DIANO

		MECH	ANISM				
Activity Monitoring	Mee	ting	Memo	Others (Pls.	Remarks		
Monitoring	One-on-One Group		specify)				
Monitoring 1. Obligation and recording vouchers, payrolls,POs,and Earmarks JO,Contract of Services, Purchase Request							
RIS and Fund transfer unde Fund 101							
2.Controls sub-allotment and Projects Fund 101	X						
Coaching 1. Preparation of monthly, quarterly & Year-end status of funds. Fund 101							

Note: Please in dicate the date in the appropriated box when the monitoring was conducted.

Conducted by:

Noted by:

MYRNA S. PANCITO
Admin. Officer V

President

LOUELLA C. AMPAC

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Performance Rating:	Ederlina S. Diano Outstanding						
Aim: To develop the employee's competitiveness among colleagues and to explore new ways of delivering outputs.							
Proposed Interventions	to Improve Performance:						
Date: July 1,2019	Date: July 1,2019 Target Date: September, 2019						
First Step: Send to Cor Government Expenditu		Training entitled: Laws and Rules on					
_	_	a common understanding of and uniform government expenditures and disbursements.					
Date:	Target Date:						
Next Step:							
Outcome: _Developed skills and increased motivation through continuous update on work related trainings/ workshops. Knowlegde dissemination on return to office.							
Final Step/Recommend	lation:						
	endous asset to our office.	de towards her work and her performance on Recommend to attend Training related to					
		Prepared by:					
		MYRNA'S.PANCITO Unit Head					
Conforme:							
EDERLINA S. DIANO Printed Name and Signature							