

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF


Name of Administrative Staff: MA. TERESA A. CRUZ

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
7. Numerical Rating per IPCR	4.92	4.92 x 70%	3.44
8. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.91	4.91 x 30%	1.47
TOTAL NUMERICAL RATING			4.91

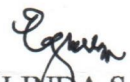
TOTAL NUMERICAL RATING: 4.91
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.91

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


SANDRA C. TIU
Administrative Assistant III


Reviewed by:


ERLINDA S. ESGUERRA
Head, Accounting Office

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President 

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARIA TERESA A. CRUZ**, 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 January 1 to June 30, 2016.


MARIA TERESA A. CRUZ

Ratee

Approved:

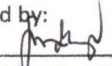

ERLINDA S. ESGUERRA

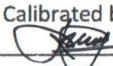
Head of Unit

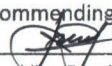
MFO & PAPs	Success Indicators	Tasks Assigned	2016 Target	Percentage of Accomplishment As of June 30, 2016	Details of Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
Bookkeeping Services	Number of Fund101 obligations/vouchers encoded to BAOM within mandated time	Encodes and analyzes individual voucher transactions	3,500	112%	encoded 3936 documents	5.00	5.00	4.00	4.67	
	Number of Fund101 summary journals prepared within mandated time	Prepares summary journals for fund 101	95	106%	prepared 101 journals	5.00	5.00	5.00	5.00	
	Number of Fund101 COA summary journals prepared within mandated time	Prepares COA summary journals for fund 101	28	107%	prepared 30 journals	5.00	5.00	5.00	5.00	
	Number of Fund 101 Liquidations summarized within the mandated time	Prepares Liquidation summary report for Fund 101 and 101T	100	108%	prepared 108 report	5.00	5.00	5.00	5.00	
	Number of Journal entries prepared within the mandated time	Prepares Journal entries for Fund 101 and 101T	280	103%	prepared 290 journal entries	5.00	5.00	5.00	5.00	
	Number of Trial Balance prepared within the mandated time	Prepares Fund 101 Trial Balance	6	100%	prepared 6 trial balance	5.00	5.00	5.00	5.00	
	Number of entries posted to General Ledger Book of Accounts for VSU Main and CSIs	Post summary of transactions per journals to the General Lidget Book of Accounts for VSU Main and CSIs	1,600	102%	posted 1632 transactions	5.00	5.00	5.00	5.00	
	Number of vouchers and other documents signed as OIC	Act as OIC	1,100	110%	signed 1219 vouchers	5.00	5.00	4.00	4.67	
Total Over-all Rating					0	40.00	40.00	38.00	39.33	

Average Rating (Total Over-all rating divided by # of entries)				4.92
Additional Points:				
Punctuality				
Approved Additional points (with copy of approval)				
FINAL RATING				4.92
ADJECTIVAL RATING				Very Satisfactory


Comments & Recommendations for Development Purpose:

Received by: 
 Planning Office

Calibrated by: 
 PMT

Recommending Approval: 
 Vice President

Approved:


EDGARDO E. TULIN
 President

Date: _____

Date: _____

Date: _____

Date: _____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan.1-June 30, 2016

Name of Staff: Ma. Teresa A. Cruz Position: Accountant II

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	59				
Average Score	4.91				

Overall recommendation : _____


ERLINDA S. ESGUERRA
Name of Head