



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.94	70%	3.458
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.500
TOTAL NUMERICAL RATING			4.96

TOTAL NUMERICAL RATING: 4.96
Add: Additional Approved Points, if any: 0
TOTAL NUMERICAL RATING: 4.96

FINAL NUMERICAL RATING 4.96

ADJECTIVAL RATING: Outstanding

Prepared by:

CELSO F. SACRO
Name of Staff

Reviewed by:

QUEEN-EVERY ATUPAN
Department/Office Head

Recommending Approval:

RYSAN C. GUINOCOR
Dean/Director

Approved:

ELWIN JAY V. YU
Vice President



CASH OFFICE

Visayas State University, PQWW+RJM Baybay City, 6521 Leyte
Email: cash.division@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1011

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CELSO F. SACRO, Administrative Aide VI** 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 1 to June 30, 2024**

Approval:


CELSO F. SACRO
 Ratee
 7-25-2024

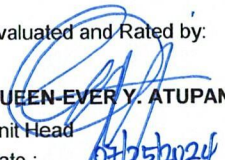

QUEEN-EVERY ATUPAN
 Head of Unit
 07/25/2024

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
UGAS5. SUPPORT TO OPERATIONS											
OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS											
ODAS/STO 1:	ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	Accommodate various requests and inquiries from clients.	95% of clients rated services as very satisfactory or higher	95% of clients rated services as very satisfactory or higher	100%	4	5	5	4.67	
		PI. 3 Number of administrative processes implemented in accordance with existing approved quality procedures	Implement processes on accordances with existing approved QPs	2 processes implemented according to QP	2 processes implemented according to QP	100%	5	5	5	5	
		PI. 5 Percentage updating of students' payment using Cumulus	Post payment to students account using cumulus.	100% monthly updating and posting of payments using the Cumulus System	100% monthly updating and posting of payments using the Cumulus System	100%	5	5	5	5	
		PI.7 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor	File and keep records as evidence during ISO Audit	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	100%	5	5	5	5	


No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS											
ODAS/STO 3:	ARTA aligned frontline services	PI. 9 Efficient & customer friendly frontline service	Responsive and facilitative to clients requests	Zero percent complaint from clients served	Zero percent complaint from clients served	100%	5	5	5	5	
VPAF STO4: INNOVATIONS & BEST PRACTICES											
ODAS/ STO 4:	Innovations & new Best Practices Development Services	PI. 10. Number of new systems/innovations/proposals introduced and implemented	Propose additional system control in connection with the transfer of the assessment in the accounting office.	1 Work instruction	1 Work instruction	100%	5	5	4	4.67	
VPAF GASS 1: Administrative and Support Services Management											
ODAS/ GASS 1:	Administrative and Support Services	PI. 17 Number of administrative services and financial/ administrative documents acted within time frame	Accommodate request of account account balances and various request from students and clients	250 requests/ administrative documents	280 requests/ administrative documents	112%	5	5	5	5	
		PI. 18 No. of linkages with external agencies maintained	Maintain a good working relationships with Landbank, COA and other funding agencies	3 Linkages (COA, LBP, etc	3 Linkages (COA, LBP, etc	100%	5	5	5	5	
ODAS/HRM GASS 4: Cashiering Services											
		PI3. Number of Cash advances and Petty Cash Fund Maintained/facilitated for University Cash Disbursements.	Maintain and handle the petty cash fund of the office	2 Petty Cash Funds	2 Petty Cash Funds	100%	5	5	5	5	

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
CASH MFO4	Collection Services	PI1. Number of official receipts issued for collection	Collect fees and issue official receipts to students and clients	2,000 official receipts issued	13,126 official receipts issued	606%	5	5	5	5	
		PI1. Number of deposits of daily collection following COA rules to be deposited intact on the following working day.	Deposit daily collection intact the next banking day and prepare deposit slips	500 deposits	988 deposits	198%	5	5	5	5	
Total Over-all Rating			54.34		Comments and Recommendations for Development Purpose:						
Average Rating			4.94		continue to strive for career growth and keep up the good work.						
Adjectival Rating			OUTSTANDING								


Evaluated and Rated by:


QUEEN-EVER Y. ATUPAN
Unit Head
Date: 07/25/2024

Recommending Approval:


RYSAN C. GUINOCOR
Director, Administrative Services
Date: 07/25/2024

Approved:


ELWIN JAY V. YU
Vice President for Admin & Finance
Date: 07/25/2024

1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average

PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: CASH OFFICE

Head of Office: QUEEN-EVER Y. ATUPAN

Number of Personnel: 13

/	1st	Q U A R T E R
/	2nd	
	3rd	
	4th	

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Follow up status of tasks assigned to each staff. Monitor NCA balances and estimated payables to ensure 100% Utilization of Budget	Daily one on one with staff when needed. Weekly and as needed	Conducts staff meetings to update every one with the new issuances and needed innovations and to discuss problems, concerns and solutions to improve services. (Feb 8, May 10, March 22, etc.)	Notice of meetings		Daily or weekly monitoring and follow ups needed to accomplish desired outputs.
Coaching Ask the staff in charge of reports preparation to come up and implement the best possible ways to submit all the reports before deadlines with complete supporting documents.	Coaching one on one daily or weekly and as needed.	Conducts group briefings/meetings as to how to manage all the assigned tasks.			Assessment of each work assignments is needed to cope with the high work demands despite the limited manpower.

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

QUEEN-EVER Y. ATUPAN
Immediate Supervisor

Noted by:


ATTY. RYSAN C. GUINOCOR
Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
Cash MFO 3 FINANCIAL MANAGEMENT: CASH MANAGEMENT								
3.1 Disbursement Services	1. Prepares and generate checks for payment of all university transaction w/ processed approved documents.	Q.Y.Atupan, V. Valenzona, M.Mendoza, D. Arpoceple, K.Sendrome, J. Baslan, L. Dy, F.L. Dajao, L.Ampac, R.Guinocor, DL Tan & E.Tulin	Jan 1- June 30, 2024					Daily
	2. Prepares, generates PACS, LDDAP, & ACIC w/ processed approved documents for submission to LBP	Q.Y.Atupan, V. Valenzona, M.Mendoza, M. Oppura, D. Arpoceple, K.Sendrome, J. Baslan, L. Dy, F.L. Dajao, L.Ampac, R.Guinocor, DL Tan, N.Bello and E.Tulin	Jan 1- June 30, 2024					Daily
	3. Release and pay checks to payees.	PBL Urdaneta, K. Sendrome , J.Baslan, L.Dy, M. Oppura & Q. Atupan	Jan 1- June 30, 2024					Daily
3.2 Collection Services	1.Collects and receives payment of university income	C.Sacro, V.Valenzona, F. Calunangan, C. Mendez Q.Y.Atupan D. Arpoceple	Jan 1- June 30, 2024					Daily
	2.Prepare deposit slip & deposit intact to LBP	C.Sacro, V.Valenzona, Q.Y.Atupan	Jan 1- June 30, 2024					Daily
	3.Verifies fund transfer from other	QY Atupan , C.Sacro,	Jan 1- June					As needed

	sponsoring agencies	V. Valenzona	30, 2024					
3.3 Financial Reports	1. Prepares, generates and binds ROC, RCIC, RCD, RADAI and other reports for submission to Accounting Office and COA.	Q.Y.Atupan, V. Valenzona, M.Mendoza, D. Arpoceple, K.Sendrome, J. Baslan, L. Dy, F.L.Dajao, M.Oppura, M. Cayunda, F.Calunangan, C. Mendez & C.Sacro,	Jan 1- June 30, 2024					Daily, weekly and monthly
3.4 Student Services	1.Review and sign clearances from students	Celso F. Sacro J. Baslan, Q. Atupan, L. Dy, M. Oppura, FL Dajao, K.Sendrome	Jan 1- June 30, 2024					Mid-Term & Finals and as needed

Prepared by:


QUEEN-EVER Y. ATUPAN
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Celso F. Sacro
Performance Rating: 4.94

Aim: Improve Collection Services

Proposed Interventions to Improve Performance:

Date: January 01, 2024 Target Date: March 31, 2024

First Step: Encourage him to look for equipment or supplies to further improve the collection services.

Result: He was able to acquire speaker and collection desk organizer for improved communication with clients and easier segregation of cash collection.

Date: April 01, 2024 Target Date: June 30, 2024

Next Step: Encourage the collection officers and frontliners to deal with clients properly with a smile even during peak time.

Outcome: Customer's feedback is good and frontline services had been improved.

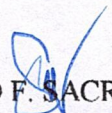
Final Step/Recommendation:

Continue to strive for career growth and keep up the good work.

Prepared by:

QUEEN-EVER Y. ATUPAN
Unit Head

Conforme:


CELSO F. SACRO
Name of Ratee Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2024

Name of Staff: Celso F. Sacro

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



CASH OFFICE

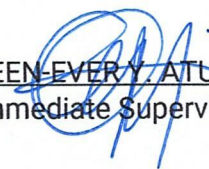
Visayas State University, PQWW+RJM Baybay City, 6521 Leyte

Email: cash.division@vsu.edu.ph

Website: www.vsu.edu.ph

Phone: +63 53 565 0600 Local 1011

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		60				
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						
Average Score		5.00				
Overall recommendation: Continue to strive for career growth and keep up the good work.						


 QUEEN-EVERY Y. ATUPAN
 Immediate Supervisor