



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MARIA FE A. BASLAN**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.69	70%	3.28
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.42	30%	1.33
TOTAL NUMERICAL RATING			4.61

TOTAL NUMERICAL RATING: **4.61**


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING **4.61**

ADJECTIVAL RATING: **Outstanding**

Prepared by:


MARIA FE A. BASLAN
Adm. Aide IV

Reviewed by:


NICK FREDDY R. BELLO
OIC-Head, Accounting Office

Recommending Approval:


LOUELLA C. AMPAC
Director, Financial Management Office


Approved:


EDGARDO E. TULIN
Vice President for Administration and Finance


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Maria Fe A. Baslan, of the Accounting Office commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July 1 to December 31, 2023.

Prepared by:


MARIA FE A. BASLAN
 Ratee
 Date: January 12, 2024

Approved:


NICK FREDDY R. BELLO
 Head of Unit
 Date: January 12, 2024

Rating Equivalents:
 5 - Outstanding
 4 - Very Satisfactory
 3 - Satisfactory
 2 - Fair
 1 - Poor

MFO & PAP's	Success Indicators	Tasks Assigned	2023 Target Jan.-Dec	Percentage of Accomplishments %	Details of Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO5: SUPPORT TO OPERATIONS										
Acctg MFO1: ISO 9001:2015 aligned documents										
	PI1. Number of quality procedures prepared/revised	Maintan quality procedure	1	1	100%	5	5	5	5.00	
Acctg MFO2: Innovation & best practices services										
	PI2. Number of innovation for improved university operations	Continuous usage of google drive as backup storage.	1	1	100%	4	4	4	4.00	
	PI3. Number of best practices achieved	Update records of loan requirements	1	1	100%	4	5	5	4.67	continual updating of loan requirements
UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES										
Acctg MFO1: Administration Support Services & Management										
	PI1. Customer Friendly Frontline Service	Served clients with courtesy; immediate response to client needs and inquiries	100% no complain	100%	100% no complain	5	5	5	5.00	committed in maintaining customer's satisfaction
	PI2. Number of external linkages for improved financial management developed/maintained	Maintain relationship with external linkages	3	100%	3	5	5	5	5.00	3 external linkages (PAG-IBIG, PHILHEALTH, GSIS)
	PI3. Percentage of NCs received and acted upon	Practice ISO Requirements	0	100%	Zero NCs	5	5	5	5.00	
	PI4. Percentage of CARs received and acted upon	Practice ISO Requirements	0	100%	Zero CARS	5	5	5	5.00	
Acctg MFO2: Disbursement / Processing Services										
	Number of certification for all types of loans prepared.	Prepared certification for all types of loans and premiums of GSIS, Pag-ibig, Private banks and net pay of employees.	135 certification	104%	140 certification	4	4	4	4.00	Certification fully accomplished

	Number of voucher/ withdrawal for student in all types of scholarship prepared.	Prepared vouchers for refund of students and prepared also vouchers for w/drawal of student in all types of scholarships.	30 vouchers refund/wdr'wl. of student	133%	40 vouchers/ refund w/drwal of student	5	5	5	5.00	Prepare voucher for refund as requested
	Number of vouchers for refund of faculty & staff employees prepared.	Prepares voucher for refund of faculty and staff employees (GSIS, Pagibig & Private banks).	45 vouchers	111%	50 vouchers of refund of faculty/staff	5	5	5	5.00	Prepare voucher for refund as requested
	Number of certification/ communication prepared	Prepared certification/ communication as to the last salary received of employees (benefits received)	20 certification	150%	30 certification/ communication	4	4	4	4.00	Prepare certification as needed
	Number of part time instructors posted.	Posted all salary/benefits of all part time instructors.	200 part time instr. posted	125%	250 of part time instr. Posted	5	5	5	5.00	Posted all payroll received
	No. of purchases inspected after receipt	Inspects supplies and materials purchases.	600	108%	650	4	5	5	4.67	Inspect supplies/materials as requested
	Number of document/OR photocopy.	Xerox /photocopy the philhealth, GSIS, Pag-ibig remittances (all official receipts/doc. for accounting file)	20	200%	40	4	4	4	4.00	Photocopy documents as needed
	Number of JO's/Part time instructors posted accounting entry.	Posted accounting entry of all JO's & Part time instructors.	3,750	101%	3,800 of JO's/part time inst.	5	5	5	5.00	Post accounting entry upon received

Total Points: 69 71 71 70.33

Total Over-all Rating		70.33
Average Rating (Total Over-all rating divided by # of entries)		4.69
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.69
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Attend training on Accounting Related Activities

Evaluated and Rated by:

NICK FREDDY R. BELLO
OIC, Head Accounting Office

Date: January 12, 2024

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

Recommending Approval:

LOUELLA C. AMPAC
Director for Finance

Date: 1/10/24

Approved:

EDGARDO E. TULIN
Vice Pres. For Admin. & Finance

Date: 1/10/24



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December, 2023

Name of Staff: **MARIA FE A. BASLAN**

Position: Admin. Aide IV


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		53				

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		N/A				
Average Score		4.42				

Overall recommendation : For promotion -


NICK FREDDY R. BELLO
 OIC-Head, Accounting Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MARIA FE A. BASLAN**

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: _____

Target Date: _____

First Step:

Attend Relevant Training on Accounting related services

Result

Improved performance

Date: _____

Target Date: _____


Next Step:

Recommended for Promotion


Outcome: _____

Final Step/Recommendation:

Prepared by:


NICK FREDDY R. BELLO
Immediate Supervisor

Conforme:


MARIA FE A. BASLAN
Name of Ratee Faculty/Staff