



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: QUEEN-VER Y. ATUPAN

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.94	4.94 x 70%	3.458
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	4.94 x 30%	1.482
TOTAL NUMERICAL RATING			4.94

TOTAL NUMERICAL RATING: 4.94

Add: Additional Approved Points, if any: 0.00

TOTAL NUMERICAL RATING: 4.94


FINAL NUMERICAL RATING 4.94

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

  
QUEEN-VER Y. ATUPAN  
Name of Staff


Reviewed by:

  
LOUELLA C. AMPAC  
Dean/Director

Recommending Approval:

  
REMBERTO A. PATINDOL  
Vice President

Approved:

  
EDGARDO E. TULIN  
President

**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.

Exhibit P

**FINAL INDIVIDUAL RATING FORM FOR ADMINISTRATIVE STAFF**

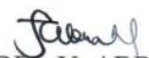
Rating Period: July 2019 to November 10, 2019

Name of Administrative Staff: ATUPAN, QUEEN-EVER Y.


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.95	70%	3.465
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.96	30%	1.488
<b>TOTAL NUMERICAL RATING</b>			<b>4.95</b>

TOTAL NUMERICAL RATING:	<u>4.95</u>
Add: Additional Approved Points, if any:	<u>0</u>
TOTAL NUMERICAL RATING:	<u>4.95</u>
ADJECTIVAL RATING:	<u>Outstanding</u>

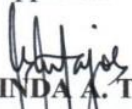
Prepared by:

  
FLORABEL V. ABRAHAN  
Clerk


Reviewed by:

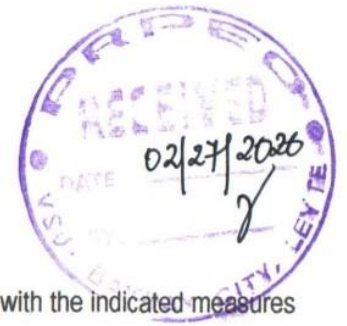
  
GINA A. ELLORIMO  
Head, Administrative & Finance Services Office

Recommending Approval:

  
LUZVIMINDA A. TAJOS, Ph.D.  
Dean

Approved:

  
BEATRIZ S. BELONIAS, Ph.D.  
VP for Instruction



## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, QUEEN-EVER Y. ATUPAN, Head, Administration and Finance Services 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 to November 10, 2019.

**QUEEN-EVER Y. ATUPAN**

Administrative Officer III/Head, Administration and Finance Services Office

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

**LUZVIMINDA A. TAJOS**

College Dean

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

MFO No.	MFO Description	Success Indicator (SI)		Task Assigned	Target		Rating				Remark
						Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
UMFO 5. Support to Operations (STO)											
MFO 1. Faculty Development Services											
	PI 1: Number of faculty pursuing MS studies facilitated and assisted		Facilitate the approval of faculty applications to study	2	10	5	5	5	5		
	PI 2: Number of contracts of scholarship/fellowship grant of faculty pursuing MS and Doctoral degree Prepared, facilitated and reviewed		Prepared/Facilitated Contract of fellowship/scholarship grant of Faculty pursuing MS and Doctorate degree.	2	4	5	5	5	5		
UMFO 6. General Administration and Support Services (GASS)											
MFO 1. Administrative & Support Services Management											
	PI 1: Number of offices handled, number of offices supervised, monitored and coordinated and number of personnel directly supervised.		100% supervised, monitored and coordinated	3 offices handled 7 offices supervised & 8 personnel directly supervised	3 offices handled 7 offices supervised & 11 personnel directly supervised	5	5	5	5		

Control No. 1

PI 2: Number of meetings conducted/ presided either by units or all Administrative and Finance Offices.	Conducted/Presided and attended meetings by unit or all Admin Offices	2 meetings presided 5 meetings attended	4 meetings presided 10 meetings attended	5	5	5	5	
PI 3: Number of management meetings attend.	Attended CADCO meeting and other management meetings	5 meetings attended	5 meetings attended	5	5	4	4.67	
PI 4: Number of DTR Checked and Signed	DTR Checked and Signed	100	120	5	5	5	5	
PI 6: Number of Activities/Programs planned, coordinated and facilitated	Planned, coordinated and facilitated activities and programs of the college	2	3	5	5	5	5	
PI 7: Number of documents prepared and managed upon receipt of the request	Prepared, facilitated & Released or filed office documents	50	100	5	5	5	5	
PI 8: Number of Applicants Interviewed	Presided the interview as NAPB Chair	10	25	5	5	5	5	
PI 10: %age of OPCR/IPCR received, reviewed and recorded w/in the period	Reviewed OPCR and IPCR of offices and personnel under AFSSO	100%	100%	5	5	5	5	
PI 10: Number of OPCR/IPCR prepared and submitted w/in the period	Prepared IPCR and OPCR for AFSSO	2	2	5	4	5	4.67	
PI 11: Number of Office memos, letters, certifications and endorsements drafted on Administrative matters	Drafted, reviewed and finalized memos, letters and certifications	5	10	5	5	5	5	
PI 12: Number of documents certified as to its authenticity and validity	Certified and released documents	100	150	5	5	5	5	
PI 13: Number of office equipment maintained per week	Maintained the good condition of office equipment	20	20	4	5	5	4.67	
PI 14: Number of college committees chaired and coordinated	Chaired and coordinated various committees	5	6	5	5	5	5	
PI 15: Number of frontline administrative services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously	monitored and supervised frontliners assigned in all administrative and finance offices	8	10	5	5	5	5	
PL 16: Number of college faculty and personnel oriented with new issuances policies and procedures issued by BIR, GSIS, DBM & COA.	Oriented the office heads, CADCO members and other personnel with new issuances and procedures of BIR, GSIS, DBM and COA.	10	60	5	5	5	5	

<b>MFO 2. Frontline Services</b>									
	PI 1: Efficient and customer-frienly frontline service		Served and accommodated clients.	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5
	PI 2: Best practices/new initiatives implemented		observed no noon break	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5
<b>MFO 3. Human Resource Management and Development</b>									
	PI 1: %age of the staff recommended to attend seminars, trainings and workshops within 6 months.		Recommended, Facilitated and signed travel requests	10%	20%	5	5	5	5
	PI 2: Number of Seminars/workshops conducted/facilitated		Conducted/Facilitated seminars and workshops	1	2	5	5	5	5
	PI 3: Number of monetization and other benefits prepared and processed		Recommend personnel benefits for approval	3	4	5	5	5	5
	PI 4: Number of JO and Casual Plantilla signed and approved by higher authorities within the period		Reviewed and recommended JO and Casual Plantilla	20	43	5	5	5	5
	PI 5: Number of new administrative positions proposed		Prepared and proposed new items for Admin Position	10	100	5	5	5	5
	PI 6: Number of HR Reports prepared signed and approved by higher authorities within the period		Prepare and review various HR Reports.	6	20	5	5	5	5
	PI 7: Number of newly hired faculty and staff facilitated/screened and approved		Conduct selection and hiring process and prepared various documents needed.	1	10	5	5	5	5
<b>MFO 4. Finance Services and Management (Accounting Office)</b>									
	PI 1: Percentage of actual utilization of budget inclusive of income to total operating budget		Monitored actual utilization of budget and cash availability	45%	90%	5	5	5	5
	PI 5: Number of documents/transactions reviewed, evaluated, posted and signed:		a. signed as to legality of the transaction for vouchers under Administration and Finance div.	200	300	5	5	5	5
			b. Signed checks as alternate signatory	10	20	5	5	5	5
<b>MFO 5. Construction &amp; Maintenance of Buildings and Other Physical Facilities and General Services</b>									
	PL 1: Percentage of Buildings, Classrooms, Facilities and apparatus/equipment maintained.		Facilitate and monitor repairs and maintainance of buildings, facilities, laboratories and equipment of the college.	100%	100%	5	5	5	5

	PL 2: Number of Buildings, Classrooms, Facilities and other structures constructed, repaired and maintained.	Facilitate and monitor construction and repairs & maintenance of buildings, facilities, laboratories and other structure of the college.	10	10	5	5	4	4.67	
	PL 3: Number of equipment installed, repaired and maintained.	Facilitate and monitor installation of newly purchased equipment and repairs & maintenance of equipment and other property of the college.	10	20	5	5	5	5	
	PL 4: Percentage of repairs and maintenance of plumbing and electrical lines/facilities facilitated & coordinated	Facilitated and coordinated repairs and maintenance of plumbing and electrical lines/facilities. Signed request for repairs.	100%	100%	5	5	4	4.67	
	PL 5: Percentage of repairs and maintenance of motor vehicles facilitated, monitored and coordinated	Facilitated, monitored and coordinated repairs and maintenance of motor vehicles. Signed request for repairs.	100%	100%	4	5	5	4.67	
	PL 6: Maintained surroundings as to cleanliness, beauty and environment friendly atmosphere.	Coordinated, facilitated, supervised and monitored JO workers assigned to maintain the cleanliness and beauty of the college lawns and surroundings.	100%	100%	5	5	5	5	
<b>MFO 6. Health Services</b>									
	PL 1: Number of conducted sanitary inspection of buildings, offices, cottages and school premises by the School Nurse	Coordinate and facilitate requests of the school nurse in the conduct of sanitary inspection of buildings, offices, cottages and school premises	10	15	5	5	5	5	
	PL 2: Number of students given medical assistance, checked and advised by the school nurse.	Reviewed and signed purchase request of medicines and medical equipment needed in the clinic.	3	5	5	5	5	5	
<b>MFO 7. Security Services and Management</b>									
	PL 1: Number of meetings conducted to all security guards and watchmen	meetings presided	2	2	5	5	5	5	
	PL 2: Number of times the security logbook is checked	Checked security logbook	twice a month	twice a month	5	5	5	5	
	PL 3: Number of monthly Security Guard Shifting schedule recommended and facilitated for approval of the Dean	Recommended and signed shifting schedule of guards	6	6	5	5	5	5	
	PL 4: Implemented new strategy and safety measures	Facilitated and coordinated new strategies for safety purposes.	1	1	5	5	5	5	



**Visayas State University**  
Baybay City, Leyte

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

I, QUEEN-EVER Y. ATUPAN, of the Cash Division commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period November 11 to December 31, 2019.

  
**QUEEN-EVER Y. ATUPAN**  
Ratee

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

Approved:

  
**LOUELLA C. AMPAC**  
Director of Finance

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

MFO & PAPs	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
					Quality	Efficiency	Timeliness	Average	
<b>MFO 1. ADMINISTRATION SUPPORT SERVICES &amp; MANAGEMENT</b>	Customer Friendly Frontline Services	Responsive & Facilitative to Clients Requests	Zero complaint	zero complaint	5	5	5	5	
	Number of external linkages for improved financial management developed/maintained	Followed-up and inquired status of releases/fund transferred, balances and status of request.	3	6	5	5	5	5	
		Send communications to various agencies or banks regarding new issuances, updates and other concerns affecting cash transactions.	4	15	5	5	5	5	
	Number of staff supervised and monitored to render efficient service towards various clients.	monitored and supervised frontliners and all the staffs in the cash office	10	10	5	5	5	5	

		Number of OPCR and IPCR prepared for the cash office	Prepared OPCR for the cash office. Prepared IPCR.	1 1	1 1	5 5	5 5	5 5	5 5	
		Number of IPCRs and performance evaluation forms reviewed, rated and evaluated.	Reviewed, rated and evaluated performances of staffs in the cash office.	1	2	5	5	5	5	
		Number of management meetings attended to develop and improve services.	Attended management meetings and trainings to develop and improve offered services.	3	6	5	5	5	5	
<b>MFO2 DISBURSEMENT/ PROCESSING</b>		Percentage of funds disbursed with approved documents with customer satisfaction and error free.	Monitored status of disbursements.	100% of NCA Disbursed	100% of NCA Disbursed	5	5	5	5	
			Reviewed estimates and monitoring report on mandatory payables as needed to ensure NCA disbursements.	3	5	5	5	5	5	
		Number of checks.LDDAP, ACIC and PAC's issued and released within three days	Reviewed and signed checks ACIC LDDAP entries PAC's entries	500 15 100 1000	1,300 30 200 4,645	5 5 5 5	5 5 5 5	4 5 5 5	4.67 5 5 5	
		Number of student clearances and withdrawal slips facilitated	Reviewed and signed clearances & student's withdrawal from enrollment	50	100	5	5	5	5	
<b>MFO3 FINANCIAL REPORTS PREPARATIONS</b>		Number of daily/monthly financial reports of all funds prepared,consolidated, approved and submitted to Accounting Office with complete supporting documents within the prescribed time. Error free.	Reviewed and signed RCIC, ROC, ROD, SLCI, and other related reports of the office.	10	20	5	5	4	4.67	
			Prepared, generated & submitted report of accountability for checks.	18	54	5	5	5	5	
			Handles and manage cash advances for university activities and programs and prepare liquidation reports.	1	2	5	5	5	5	

<b>MFO4 COLLECTION SERVICES</b>		Percentage of collection receipt and promptly deposited intact on the following working day.	Monitored and reviewed daily deposits and collection reports making sure that all collections are deposited intact on the following day.  Manages collection flow and request additional staff for collection, validation and security officers to manage the crowd when needed during peak season.  Coordinates various request for collection services especially during events that needs collection of registration fees and others.	100%  100%  100%	100%  100%  100%	5  4  5	5  5  5	5  5  5	5  4.67  5	
<b>MFO5 STUDENT SERVICES</b>		Number of student records of accounts maintained, validated and updated for college and high school.	Signed Report of Student account receivable and other reports related to students' accounts.	10	25	5	5	5	5	
			Validated students' accounts during peak season.	20	50	5	5	5	5	
			Signed students clearances for college and high school.	50	100	5	5	5	5	
<b>INNOVATION AND BEST PRACTICES SERVICES</b>		Number of operation manual prepared, reviewed, developed and approved	Reviewed and revised existing operational manuals and citizen's charters	Reviewed, revised and approved	Reviewed, revised and approved	5	5	4	4.67	
		Number of innovation for improved university operation.	Fast tracking of check processing and status of check through the installation of BAUM.  Fast Liquidation of cash advances within 30 days, submitted and approved.  Work back up assignments in case of needed additional workforce.	implemented  Liquidated within 30 days  implemented	implemented  Liquidated within 15 days  implemented	5  5  5	5  5  4	5  5  5	5  5  4.67	
		Number of best practices achieved.	Responded/Accommodated clients requests.	100% of clients	100% of clients	5	5	5	5	

							Comments and Recommendations for Development Purpose:
Total Over-all Rating						143.75	For 2020 schedule in COA
Average Rating						4.94	✓ training on cash management.
Adjectival Rating						OUTSTANDING	

Evaluated and Rated by:

*Louella C. Ampac*  
**LOUELLA C. AMPAC**

Director of Finance

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

1- Quality

2- Efficiency

3- Timeliness

4- Average

Recommending Approval:

*Remberto A. Patindol*  
**REMBERTO A. PATINDOL**

Vice-President for Admin and finance

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

Approved:

*Remberto A. Patindol*  
**REMBERTO A. PATINDOL**

Vice-President for Admin and finance

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

# Exhibit O

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 2019 to November 10, 2019

Name of Staff: Atupan, Queen-ever Y.

Position: Administrative Officer III

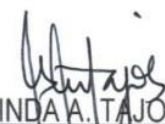
**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

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-routinary 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 routinary 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		59 ÷ 12 = 4.92			
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 over all 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 over all 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		25 ÷ 5 = 5			
Average Score		4.96			

Overall recommendation : Highly recommended for higher positions.

  
 LUZVIMINDA A. TAJOS, Ph.D.  
 Name of Head

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2019Name of Staff: Queen-Ever Y. Atupan Position: Supervising Administrative Officer

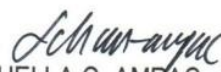
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A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to 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	59				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	25				
Average Score	4.94				

Overall recommendation : For training in cash management.

  
LOUELLA C. AMPAC  
Name of Head

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: CASH OFFICE

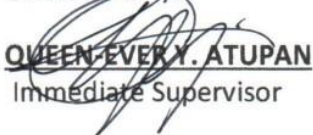
Head of Office: QUEEN-EVER Y. ATUPAN

Number of Personnel: 11

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>  Follow up status of tasks assigned to each staff.  Monitor NCA balances and estimated disbursements to ensure 100% Budget Utilization	Daily one on one with staff as needed.  Weekly and as needed	Meeting with staffs on December 17, 2019	Notice of meeting		Daily or weekly monitoring and follow ups is needed to accomplish desired outputs.
<b>Coaching</b>  Ask the staff in charge of reports preparation to come up and implement the best possible ways to submit all the reports before deadlines.	Coaching one on one daily or weekly and as needed.	Conducts group briefings/meetings as to how to manage all the assigned tasks despites power interruptions and other problems on December 26 and 27, 2019			Assessment of each work assignments is needed to cope with high work demands despites 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:

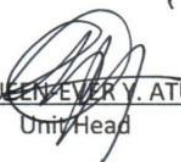
  
LOUELLA C. AMPAC  
Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATI ON	TASK STATUS				REMARKS
				1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> 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.	Y. Balbarino, V. Circulado, M.M. Mendoza, K.Sendrome, Q.Atupan,R.D ohiling, L.C. Ampac. L.B. Cano	July- Dec. 31, 2019					Daily
	2. Prepares, generates LDDAP, & ACIC w/ processed approved documents for submission to LBP	M.Mendoza, V. Circulado, K.Sendrome, QY Atupan, LC Ampac, LB Cano , ES Esguerra	July- Dec. 31, 2019					Daily
	3. Release and pay checks to payees.	Y.Balbarino, PBL Urdaneta						Daily
3.2 Collection Services	1.Collects and receives payment of university income	RH Dohiling, C.Sacro, Y.Balbarino,V .Circulado,F. Calunangan	July- Dec. 31, 2019					Daily
	2.Prepares deposit slip & deposit intact to LBP	RH Dohiling, C.Sacro,	July- Dec. 31, 2019					Daily
	3.Verifies fund transfer from other sponsoring agencies	QY Atupan , R.H. Dohiling, C.Sacro,	July- Dec. 31, 2019					occasional
3.3 Financial Reports	1.Prepares, generates, binds ROC, RCIC and other reports for submission to Acctg. Office.	V. Circulado Y.U. Balbarino, FC Calunangan, K Sedrome, RA Nunez, CJ Fuentes, PBL Urdaneta, MM Mendoza, QY Atupan	July- Dec. 31, 2019					Daily, weekly and monthly

3.4 Student Services	1.Pre pares the assessment/permits of students	Celso F. Sacro K.Sendrome, CJ Fuentes	July- Dec. 31, 2019					Mid-Term & Finals
	2.Issues assessment & validates clearances	C.F. Sacro, CJ Fuentes, K Sedrome, RA Nuñez,QY Atupan	July- Dec. 31, 2019					2 weeks before the exam date
	3.Pre pares certification of fess, bills of school fee & statement of accounts.	Celso F. Sacro K.Sendrome, CJ Fuentes, QY Atupan	July- Dec. 31, 2019					After enrollment and as requested

Prepared by:

  
QUEEN EVERY Y. ATUPAN  
Unit Head

### EMPLOYEE DEVELOPMENT PLAN

Name of Employee: QUEEN-EVER Y. ATUPAN  
Performance Rating: 4.95

Aim: Improved performance in managing all the concerns in Human Resource and Management Office.

Proposed Interventions to Improve Performance:

Date: July 1, 2019 Target Date: September 30, 2019

First Step: Conducted series of meetings to address management concerns regarding administration and finance.

Result: Administrative concerns were properly addressed and the college administration gets good ratings in various accreditation and evaluation.

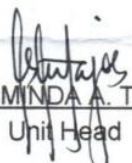
Date: October 1, 2019 Target Date: November 10, 2019

Next Step: Worked with her in the implementation of the programs and activities of the various departments and administrative units.


Outcome: Her expertise in providing the right personnel, financial requirments and other basic support services was also a leaving experience for me and much more; are inputs to the accomplishment of a smooth flow of the activities in the respective programs implemented in VSU-Isabel.

Final Step/Recommendation: She always works satisfactorily alone or in a team even beyond office hours.  
She is highly recommended for promotion in rank and salary.

Prepared by:

  
LUZVIMINDA A. TAJOS  
Unit Head

Conforme:

  
QUEEN-EVER Y. ATUPAN  
Name of Ratee Faculty/Staff

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: QUEEN-EVER Y. ATUPAN  
Performance Rating: \_\_\_\_\_

Aim: To develop skills on cash management.

Proposed Interventions to Improve Performance:

Date: November 15, 2019 Target Date: November 15, 2019

First Step: For training in cash management.  
\_\_\_\_\_  
\_\_\_\_\_

Result: For 2020 schedule in Commission On Audit (COA) training.  
\_\_\_\_\_  
\_\_\_\_\_

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

Next Step: \_\_\_\_\_  
\_\_\_\_\_

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

Final Step/Recommendation:

For 2020 schedule in COA training on cash management.  
\_\_\_\_\_

Prepared by:

*Louella C. Ampac*  
LOUELLA C. AMPAC  
Unit Head

Conforme: *Queen-Ever Y. Atupan*  
QUEEN-EVER Y. ATUPAN  
Name of Ratee Faculty/Staff