### COMPUTATION OF FINAL INDIVIDUAL RATINGFOR **ADMINISTRATIVE STAFF**

Name of Administrative Staff:

PRISCO P. VIDAL

			Equivalent	
Particulars	Numerical	Numerical Percentage Weight		
(1)	Rating (2)	70%	Numerical Rating	
` '		(3)	(2x3)	
9. Numerical Rating per IPCR	4.83	4.83x 70%	3.38	
10. Supervisor/Head's				
assessment	4.92	4.92 x 30%	1.47	
of his contribution towards				
attainment of office				
accomplishments				
	TOTAL NUM	ERICAL RATING	4.85	

TOTAL NUMERICAL RATING:

4.85

Add: Additional Approved Points, if any:

0.00

TOTAL NUMERICAL RATING:

4.85

ADJECTIVAL RATING:

**OUTSTANDING** 

Prepared by:

Reviewed by:

PRISCO P. VIDAL Administrative Aide VI

ERLINDA S. ESGUERRA Head, Accounting Office

Recommending Approval:

LOUELLA C. AMPAC Director for Finance

Approved:

Vice Pres. for Admin and Finance

# INDIVIDUAL REFORMANCE COMMITMENT & REVIEW JRM (IPCR)

I, PRISCO P. VIDAL, of the Accounting Office commits to deliver and agree to be rated on the attainment of the following targets and accomplishments in accordance with the indicated measures

for the period July-December, 2018.

2 - efficiency

4 - average

PRISCO P. VIDAL

Approved:

ERLINDA S. ESGUERRA

Head of Unit

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No. of documents cheked/pre- audited within 3 days after receipt  No. of cash advance woucher and liquidation report posted within 3 days after receipt  No. of purchases inspected after receipt  No. of purchases inspected after receipt  No. of inventories attended Attends inventory of supplies and materials purchases Practices Services or Consideration  Number of operations manuals Varieties Services or Consideration  Number of best practices schieved  Number of Juver-all rating divided by # of Punctuality Approved Additional points (with copy of approval)  Posts Cash Advances and liquidations reports to ledger cards  1.50  1	Processing Services	audited within 3 days a	ifter receipt	financia documents								
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Iquidation report posted within 3   days after receipt   Inspects supplies and materials purchases   2,000   1.75   3,500   5   5   5   5,00				cash and bonded officials								
days after receipt  No. of purchases inspected after receipt  No. of inventories attended  Number of operations manuals prepared, developed and approved university operations  Number of perations manuals prepared and approved university operations  Number of best practices achieved  Number of best practices achieved				Posts Cash Advances and liquidations reports	300	1.50	450	5	5	5	5.00	and the state of t
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Received by:		Recommending Approval:	Approved:	Maria X
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MIS. ERUNDA S. ESGUI	ERRA	MS. LOUELLA C. AMPAC		DR. REMBERTO A. PATINDO
Head, Accounting Divis	sion	Head, FMO		VP for Admin. and Finance Finance
Date:	Date:	Date;		Date:
1 - quality	3 - timeliness			

#### Annex O

#### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1-Dec. 31, 2018
Name of Staff: Prisco Vidal 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)			Scal	е	
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	4
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					
	Leadership & Management (For supervisors only to be rated by higher supervisor)		(	Scale	Э	
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	and the
						1

	Average Score			4.92	) 	
	Total Score			59		
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	15	4	က	2	1
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	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
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

Overall recommendation	

ERLINDA S. ESGUERRA Name of Head

## PERFORMANCE MONITORING FORM

Name of Employee: PRISCO P. VIDAL

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all Assessment of Output**	Remarks/Recomm endation
	Pre-audit vouchers, payrolls, P.O. other financial documents	Pre-audited vouchers, payrolls, P.O. and other financial documents	Daily	30 minutes after audit	15 minutes after audit	Very Impressive		
1	Pre-audit vouchers for cash advances for petty cash and bonded officials	Pre-audited vouchers for cash advances for petty cash and bonded officials.	Daily	30 minutes after receipt	15 minutes after receipt	Very Impressive	Outstanding	
3	Posts Cash Advances and liquidations reports to ledger cards	Posted Cash Advances and liquidattions reports to ledger cards.	Daily	30 minutes after receipt	15 minutes after receipt	Very Impressive	Outstanding	
4	Inspects supplies and materials purchases	Inspected supplies and materials purchased.	Daily	Immediately as requested	10 minutes after request	Very Impressive	Outstanding	
1 1		Attended inventory of supplies and materials of projects.	Semi-annual	Semi-annual	Semi-annual	Impressive	Very Satisfactory	

<sup>\*</sup> Either very impressive, impressive, needs improvement, poor, very poor \*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

ERLINDA S. ESGUERRA Head, Accounting Office

## EMPLOYEE DEVELOPMENT PLAN

rame of Employee: PRISCO P. VIDAL erformance Rating: Outstanding
im: Effective delivery of administrative service
roposed Interventions to Improve Performance:
rate: January 1 Target Date: November, 2018
irst Step:
raining on Laws and Rules on Government Expenditures
esult: Improved Performance
Pate: Target Date:
ext Step: ecommend for Promotion
outcome:
inai Step/Recommendation:
Prepared by:  ERLINDA S. ESGUERRA  Unit Head
CONFORME?