

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF


Name of Administrative Staff: JOCELYN T. CO

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.71	4.71 x 70%	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	4.82 x 30%	1.45
TOTAL NUMERICAL RATING			4.75


TOTAL NUMERICAL RATING: 4.75
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.75

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


VALERIE D. CIRCULADO
Admin. Aide III


Reviewed by:


LOUELLA C. AMPAC
Director for Finance

Recommending Approval:



REMBERTO A. PATINDOL
Chairman, PMT

Approved:

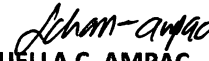

EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JOCELYN T. CO**, of the **Office of the Director for Finance (ODF)** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January - June, 2018.


JOCELYN T. CO
 Ratee

Approved by:


LOUELLA C. AMPAC
 Director for Finance

MFO & PAPs	Success Indicators	Tasks Assigned	Percentage of Accomplishment as of June 30, 2018	Target	Details of Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
Financial Documents	Number of financial documents approved and released on time	Received, stamps facsimile, encodes & releases all documents in the Finance Office from Accounting Office	103%	8,234 vouchers & payrolls (2,580 Gen.Fund/ 5,655 STF & Trust Funds)	8,516 vouchers & payrolls (3,210 Gen.Fund/ 5,306 STF & Trust Funds)	5.0	5.0	4.0	4.67	
		Received, stamps facsimile, encodes & releases all documents in the Finance Office from Cash Office	113%	650 ACIC	740 ACIC	5.0	4.0	5.0	4.67	
			111%	975 SLCI, NCA utilization, LDDAP	1,086 SLCI, NCA utilization, LDDAP	5.0	5.0	4.0	4.67	
			101%	5,550 Checks (1,970 Gen.Fund/ 3,580 STF & Trust Funds)	5,600 checks (2,020 Gen.Fund/ 3,580 STF & Trust Funds)	5.0	4.0	5.0	4.67	
			133%	600 student clearances/ withdrawals	800 student clearances/ withdrawals	5.0	4.0	4.0	4.33	
		Acted referrals released	127%	55 referrals	70 referrals	5.0	4.0	4.0	4.33	
	No. of request received & served within the day upon receipt	Clients served within the day	120%	1,324 clients served (10 clients/day)	1,580 clients served (12 clients/day)	5.0	4.0	4.0	4.33	
		Customer-Friendly Frontline Service	100%	No Complaint	No Complaint	5.0	5.0	5.0	5.00	
Administrative and Support Services Management	No. of Financial Reports/Budget related documents reproduced	Distributed SARO/NCA/GARO to concerned offices	111%	127 cps reproduced (56 cps NCA/64 cps SARO/7 cps GARO)	141 cps reproduced (63 cps NCA/71 cps SARO/7 cps GARO)	5.0	5.0	5.0	5.00	
		Budgetary Proposals (Utilization of Income) for BOR Approval	150%	570 sets submitted (360 sets for UADCO/70 sets for Finance Committee/140 sets for BOR)	855 sets submitted (540 sets for UADCO/105 sets for Finance Committee/240 sets for BOR)	5.0	4.0	5.0	4.67	

Administrative and Support Services Management	No. of Financial Reports/Budget related documents reproduced	Collates, sorts, reproduces, binds budgetary reports/requirements for Congress, Senate , DBM, PASUC and CHED	144%	(With w/o NEP) 9 sets of FY 2019 budgetary reports submitted	(With w/o NEP) 13 sets of FY 2019 budgetary reports submitted	5.0	5.0	5.0	5.00	
		Collates, sorts, reproduces, binds Budget Forms (Capital Outlay Projects) requirements for DBM and NEDA	100%	74 sets of 2019 Capital Outlay Projects submitted	74 sets of 2019 Capital Outlay Projects submitted	5.0	5.0	5.0	5.00	
Administrative and Support Services Management	No. of documents/vouchers prepared for processing	Drafted communications, prepared documents for reimbursements, liquidations, OIC and transmittal letters	107%	88 documents prepared	95 documents prepared	5.0	5.0	4.0	4.67	
	No. of reports encoded	Encoded Financial Accountability Reports in excel file	100%	16 reports encoded	16 reports encoded	5.0	5.0	5.0	5.00	
Total Over-all Rating						70.0	64.0	64.0	66.00	
Average Rating (Total Over-all rating divided no. of task assigned))					4.71	Comments & Recommendations for Development Purpose: <i>Recommend to attend training for clerks.</i>				
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING					4.71					
ADJECTIVAL RATING					OUTSTANDING					


Evaluated & Rated by:


LOUELLA C. AMPAC
 Director of Finance

Date: _____

1 - quality
 2 - efficiency

Recommending Approval:


LOUELLA C. AMPAC
 Director of Finance

Date: _____

Approved:


REMBERTO A. PATINDOL
 VP for Admin. & Finance

Date: _____

3 - timeliness
 4 - average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY 1 – JUNE 30, 2018

Name of Staff: JOCELYN T. CO

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
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

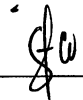
11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	(5)	4	3	2	1
12. Willing to be trained and developed	(5)	4	3	2	1
Total Score	50				
B. Leadership & Management (For supervisors only to be rated by higher supervisor)	Scale				
1. Demonstrates 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	24				
Average Score	4.82				

Overall recommendation : needs to be trained in area on
record keeping

Louella C. Ampac
LOUELLA C. AMPAC
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JOCELYN CO**
Performance Rating: Outstanding

Signature: 

Aim: To maximize the productivity potential of our Clerk.

Proposed Interventions to Improve Performance:

Date: March 1, 2018 Target Date: July 31, 2018

First Step:

Discussion on how to collate 2019 requirements for Budget Proposal submitted to DBM,
Congress and Senate including preparation of some BP Forms.

Result:

On time submission of Budget Proposals to the different requesting offices.

Date: July 31, 2018 Target Date: August 8, 2018

Next Step:


Instruction on proper preparation of BOR Proposal with separate file name for each proposal

Outcome: Easy Retrieval of e copy of BOR Proposals.

Final Step/Recommendation:

Recommend to attend training for clerks.

Prepared by:


LOUELLA CHAN-AMPAC
Unit Head