



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **SUSAN M. VALENCERINA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.50	70%	3.15
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.374
TOTAL NUMERICAL RATING			4.524

TOTAL NUMERICAL RATING: **4.524**

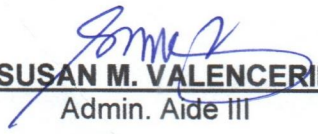
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.524**


FINAL NUMERICAL RATING **4.524**

ADJECTIVAL RATING: **Outstanding**

Prepared by:


SUSAN M. VALENCERINA
Admin. Aide III

Reviewed by:


NICK FREDDY R. BELLO
OIC-Head, Accounting Office

Recommending Approval:


LOUELLA C. AMPAC
Director, Financial Management Office

Approved:


DANIEL LESLIE S. TAN
Vice President for Administration and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Susan M. Valencerina**, staff 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 **January 1 to June 30, 2022**.

SUSAN M. VALENCERINA

Ratee

NICK FREDDY R. BELLO

Head of Unit

NO.	MFO & PAPs	Success Indicators	Task Assigned	Jan-June 2022 Target	Percentage of accomplishment	Details of accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
ACCTG. MFO 1	Administrative & Support Services & Management	Customer Friendly Service	Served clients with courtesy; immediate response to client needs and inquiries	100% no complaint	100%	no complaint	5	5	5	5.00	100% no complaint; Served clients with courtesy; immediate response to client needs and inquiries
ACCTG. MFO 3	Bookkeeping Services	Number of staff deducted of electricity, garbage, water and housing.	Prepared billings and balances of electricity, garbage, water and housing of VSU staff for salary deductions.	700	153%	1,068	5	4	4	4.33	
		Number of posted bills and payments of electricity garbage, water and housing of VSU staff, dormitories and concessionaires	Posted monthly electric bills, garbage, water and housing of VSU staff, dormitories and concessionaires to the individual ledgers.	5,500	119%	6,525	5	4	4	4.33	
		Number of payments from staff remittance and from report of collection and IGP collections	Posted monthly payments of electricity, garbage, water & housing of VSU staff, and concessionaires	1,100	140%	1,542	5	5	4	4.67	
		Number of Staff Repaired and Maintenance offsetted from their housing deduction	Prepared Staff housing Repaired & Maintenance, offsetted to their housing deduction	60	113%	68	5	5	5	5.00	
		Number of monthly Financial Reports prepared within the mandated time	Prepared supporting documents for monthly financial reports to be submitted to COA	1,100	142%	1,560	4	4	4	4.00	
		Number of Quarterly Financial Reports prepared within the mandated time	Prepared supporting documents for quarterly financial reports to be submitted to COA	3,000	152%	4,560	4	4	4	4.00	
		Number of Prepared Balances of Concessionaires	Prepared Monthly Balances of IGP.	500	152%	758	5	4	4	4.33	
		Number of Statement of Accounts sent to consumers.	Prepared Statement of Accts.	10	260%	26	5	4	4	4.33	
		Number of bill numbers for all kinds of billings	Assigned numbers to all kinds of billings	400	140%	560	5	5	5	5.00	
Total Over-all Rating							48	44	43	45.00	

Average Rating (Total Over-all rating divided by # of

Additional Points:

Punctuality

Approved Additional points (with copy of approval)

FINAL RATING

ADJECTIVAL RATING

Approved:

Comments & Recommendations for Development Purpose:

To attend training relevant to functions. Learn more MS Excel functions and shortcut for more efficiency.

Evaluated and Rated by:

NICK FREDDY R. BELLO

OIC-Head, Accounting Office

Date: _____

Recommending Approval:

LOUELLA C. AMPAC

Director, Financial Management Office

Date: _____

DANIEL LESLIE S. TAN

Vice Pres. for Admin and Finance

Date: _____

1 - quality

2 - efficiency

3 - timeliness

4 - average

PERFORMANCE MONITORING FORM


Name of Employee: SUSAN M. VALENCERINA

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all Assessment of Output**	Remarks/Recommendation
1	Prepares billing and balance of electricity, garbage, water and housing of VSU staff for salary deductions.	Prepared billings and balances of electricity, garbage, water and housing of VSU staff for salary deductions.	Every month	1 day preparation	within a day	Very Impressive	Very Satisfactory	
2	Posts monthly electric bill, garbage, water and housing of VSU staff, dormitories and concessionaires to the individual ledgers (soft and hard copies)	Posted monthly electric bills, garbage, water and housing of VSU staff, dormitories and concessionaires to the individual ledgers (soft and hard copies)	Every month	2 days encode and 3 days posted to Subsidiary Ledgers	within period	Very Impressive	Very Satisfactory	
3	Recaps payment from report of collections	Recapped payment from report of collections	every month	1 day	within a day	Very Impressive	Very Satisfactory	
4	Posts monthly payment of electricity, garbage, water & housing of VSU staff, and concessionaires (soft and hard copies)	Posted monthly payments of electricity, garbage, water & housing of VSU staff, and concessionaires (soft and hard copies)	Every month	2 days	within period	Impressive	Satisfactory	
5	Prepares staff housing repaired & maintenance, offsetted to their housing deduction.	Prepared staff housing repaired & maintenance, offsetted to their housing deduction.	Every month	half day	within a day	Impressive	Very Satisfactory	
6	Prepares supporting document for monthly financial reports to be submitted to COA.	Prepared supporting documents for monthly financial reports to be submitted to COA.	Every month	2 days	2 days before deadline	Impressive	Satisfactory	
7	Prepares supporting document for quarterly financial reports to be submitted to COA.	Prepared supporting documents for quarterly financial reports to be submitted to COA.	Quarterly	2 days	2 days before deadline	Impressive	Satisfactory	
8	Prepares Monthly Balances of IGP.	Prepared Monthly Balances of IGP.	Every month	1 day preparation	Within period	Impressive	Satisfactory	
9	Prepares Statement of Accts.	Prepared Statement of Accts.	Anytime	1 hour preparation every report.	Within a day	Impressive	Satisfactory	
10	Assigns number to all kinds of billings	Assigned numbers to all kinds of billings	Anytime	As soon as I received	Within a day	Very Impressive	Very Satisfactory	
11	Perform other functions as assigned by superior.	Any other tasked	Anytime	As soon as possible	Within a day	Impressive	Satisfactory	

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


NICK FREDDY R. BELLO
 Accountant II



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **Jan. 1-June 30, 2022**

Name of Staff: Susan M. Valencerina

Position: Administrative Aide 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-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		15				

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		4.58				

Overall recommendation : _____



NICK FREDDY R. BELLO

OIC-Head, Office of the Head of Accounting

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **SUSAN M. VALENCERINA**

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 1 Target Date: June 2022

First Step:

Training on financial management

Result:

Improved performance

Date: _____ Target Date: _____

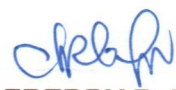
Next Step:

Recommend for Promotion


Outcome: _____

Final Step/Recommendation:

Prepared by:


NICK FREDDY R. BELLO
Unit Head

Conforme:


SUSAN M. VALENCERINA
Name of Ratee Faculty/Staff