



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: MA. MELISSA F. MENDOZA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.90	4.90 x 70%	3.430
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	4.83 x 30%	1.449
TOTAL NUMERICAL RATING			4.88

TOTAL NUMERICAL RATING: 4.88  
Add: Additional Approved Points, if any: 0.00  
TOTAL NUMERICAL RATING: 4.88

FINAL NUMERICAL RATING 4.88

ADJECTIVAL RATING: OUTSTANDING

Prepared by: MA. MELISSA F. MENDOZA  
Name of Staff

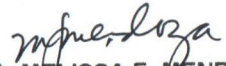
Reviewed by: QUEENEVERY Y. ATUPAN  
Department/Office Head

Recommending Approval: LOUELLA C. AMPAC  
Dean/Director

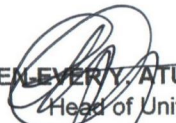
Approved: REMBERTO A. PATINDOL  
Vice President

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

I, Ma. Melissa F. Mendoza, 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 of July 1, 2019 to December 31, 2019.

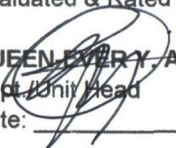


  
**MA. MELISSA F. MENDOZA**  
 Ratee

Approved by:

  
**QUEEN LEVENTY ATUPAN**  
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage of Actual Accomplishment	Rating				Remarks
						Q	E	T	A	
<b>MFO1 ADMINISTRATION SUPPORT SERVICES &amp; MANAGEMENT</b>	Customer Friendly Frontline Services	Responsive and facilitated clients request.	zero complaint	zero complaint	100%	5	5	5	5.00	
<b>MFO2 FINANCIAL MANAGEMENT : Disbursement/ Processing Services</b>	Percentage of funds disbursed with approved documents with customer satisfaction and error free.	Encoded check entries to BAUM	4,000	4,300	108%	4.8	4.8	4.8	4.80	
	Number of withdrawals of student deposit.	Generated checks for fund 101T, 101 Cebou, STF Cebu, 101T Cebu, AREC, PCC, KR2 jackfruit and RF 161	4,000	4,300	108%	5	5	5	5.00	
		Recorded checks issued to the corresponding Bank Cash Book	4,000	4,300	108%	5	5	5	5.00	
		Updated/monitored balances of Bank Cash Book	10	10	100%	5	4.5	5	4.83	
		Posted the assigned check number to the payrolls/vouchers.	4,200	4,300	102%	5	4.5	5	4.83	
		Encoded PACS for ATM Payroll of Job Orders of 101T, IGP and AREC.	3,000	3,300	110%	5	4.5	4.5	4.67	
		Prepared Summary of PACS	130 pages	131	100%	5	5	5	5.00	



MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage of Actual Accomplishment	Rating				Remarks
						Q	E	T	A	
		Prepared Special Cash Advances	2	2	100%	5	5	5	5.00	
		Disbursed/paid approved vouchers/payrolls below PhP500.00 of all funds under MOOE	500	600	120%	5	5	4.5	4.83	
		Recorded paid vouchers/payrolls to their corresponding Bank Cash Book.	500	600	120%	5	4.5	4.5	4.67	
		Prepared replenishment for the paid vouchers/payrolls	30	31	103%	5	5	5	5.00	
		Prepared liquidation report for the said Petty Cash Fund.	4	5	125%	5	5	5	5.00	
<b>MFO6 INNOVATION &amp; BEST PRACTICES SERVICES</b>	Number of best practices achieved	Immediate response of claims and inquiry.	1	1	100%	5	5	5	5.00	
<b>Total Over-all Rating</b>										<b>68.63</b>
<b>Average Rating (Total Over-all rating divided by 14)</b>				4.90		Comments & Recommendations for Development Purpose: Recommended for promotion. Attend skills development training and is encouraged to maintain a healthy lifestyle for better for CY 2020.				
<b>Additional Points:</b>										
Punctuality										
Approved additional points(with copy of approval)										
<b>FINAL RATING</b>				4.90						
<b>ADJECTIVAL RATING</b>				<b>OUTSTANDING</b>						
Evaluated & Rated by:  <b>QUEEN EMYR ATUPAN</b> Dept. Unit Head Date: _____		Recommending Approval:  <b>LOUELLA C. AMPAC</b> Dean/Director Date: _____		Approved by:  <b>REMBERTO A. PATINDOL</b> Vice President Date: _____						
1 - Quality		2 - Efficiency		3 - Timeliness		4 - Average				

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2019Name of Staff: Ma. Melissa F. Mendoza Position: Administrative 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	58				
<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					
Average Score	4.83				

Overall recommendation : Recommended for promotion. Attend skills development training and is encouraged to maintain a healthy lifestyle for better health.

  
QUEENZEVER Y. ATUPAN  
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MA. MELISSA F. MENDOZA  
Performance Rating: \_\_\_\_\_

Aim: Improved performance in handling cash disbursement and liquidation of cash advances.

Proposed Interventions to Improve Performance:

Date: November 11, 2019 Target Date: December 31, 2019

First Step: Monitor cash disbursement and liquidation of cash advances.  
\_\_\_\_\_  
\_\_\_\_\_

Result: Cash advances were properly liquidated within the allowable time.  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

Final Step/Recommendation:

Recommended for promotion. Attend skills development training and is encouraged to maintain a healthy lifestyle for better health, 2020.

Prepared by:

QUEENEVERY Y. ATUPAN  
Unit Head

Conforme:  
MA. MELISSA F. MENDOZA  
Name of Ratee Faculty/Staff