



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **JOCELYN T. CO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.86	70%	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	30%	1.48
TOTAL NUMERICAL RATING			4.88


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

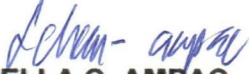
FINAL NUMERICAL RATING **4.88**

ADJECTIVAL RATING: **OUTSTANDING**

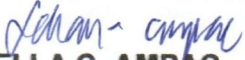
Prepared by:

Reviewed by:


JOCELYN T. CO 7/5/21
Admin. Aide VI


LOUELLA C. AMPAC 7/5/21
Immediate Supervisor

Recommending Approval:



LOUELLA C. AMPAC 7/5/21
Financial Management Director

Approved:


REMBERTO A. PATINDOL 7/6/21
Vice-Pres. for Admin. and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JOCELYN T. CO**, of the **Office of the Director for Financial Management (ODFM)** 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, 2021.


JOCELYN T. CO
Ratee

Approved: 
LOUELLA C. AMPAC
Rater

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Details of Actual Accomplishment	Percentage of Accomplishment as of June 30, 2020	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
Financial Documents	Percentage of financial documents approved and released on time	Received, stamps facsimile, encodes & releases all documents in the Finance Office from Accounting Office	100% (7,824/7,824) vouchers & payrolls (3,846 Gen.Fund/ 3,978 STF & Trust Funds)	100% (7,955) vouchers & payrolls (3,968 Gen.Fund/ 3,987 STF & Trust Funds)	101%	5.0	5.0	5.0	5.00	
		Received, stamps facsimile, encodes & releases all documents in the Finance Office from Cash Office	100% (120/120) ACIC	324 ACIC	270%	5.0	5.0	4.0	4.67	
			100% (8,310/8,310) SLCI, NCA utilization, LDDAP	10,167 SLCI, NCA utilization, LDDAP		5.0	5.0	5.0	5.00	
			100% (3,000/3,000) checks	3,566 checks	118%	5.0	5.0	5.0	5.00	
		Acted referrals released	100% (65/65) referrals	70 referrals	107%	5.0	5.0	5.0	5.00	
	Percentage of request received & served within the day upon receipt	Clients served within the day	100% (1,324/1,324) clients served (10 clients/day)	1,580 clients served 912 (10 clients/day)	119%	5.0	5.0	5.0	5.00	
		Customer-Friendly Frontline Service	No Complaint	Zero Complaint	100%	5.0	5.0	5.0	5.00	
Administrative and Support Services Management	Percentage of Financial Reports/Budget related documents reproduced	Distributed SARO/NCA/GARO to concerned offices	100% (72/72) cps reproduced and distributed	42 cps reproduced and distributed	116%	5.0	5.0	5.0	5.00	
		Budgetary Proposals (Utilization of Income) for BOR Approval	100% (6/6) sets submitted for BOR approval	8 sets submitted for BOR approval	133%	4.0	5.0	4.0	4.33	
Administrative and Support Services Management	Percentage of Financial Reports/Budget related documents reproduced	Collates, sorts, reproduces, binds budgetary reports/requirements for Congress, Senate, DBM, PASUC and CHED	100% (W/out NEP)(9 sets/9 sets) of FY 2022 budgetary reports submitted	100% (W/out NEP)(9 sets/9 sets) of FY 2022 budgetary reports submitted	100%	5.0	5.0	5.0	5.00	

		Collates, sorts, reproduces, binds Budget Forms (Capital Outlay Projects) requirements for DBM and NEDA	100 % (40/40) sets of 2021 Capital Outlay Projects submitted	30 sets of 2021 Capital Outlay Projects submitted	75%	5.0	5.0	5.0	5.00	
Administrative and Support Services Management	Percentage of documents/vouchers prepared for processing	Drafted communications, prepared documents for reimbursements, liquidations, OIC and transmittal letters	100% (50/50) documents prepared	73 documents prepared	120%	5.0	4.0	4.0	4.33	
Total Over-all Rating						59.0	59.0	57.0	58.33	
Average Rating (Total Over-all rating divided no. of task assigned))				4.86		Comments & Recommendations for Development Purpose: Needs training/seminar to uplift more interest and updates related to her assigned task.				
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING				4.86						
ADJECTIVAL RATING										

Evaluated & Rated by:


LOUELLA C. AMPAC 7/27
 Financial Management Director

Date: _____

1 - Quality

2 - Efficiency

3 - Timeliness


4 - Average

Recommending Approval:


LOUELLA C. AMPAC 7/27
 Financial Management Director

Date: _____

Approved:


REMBERTO A. PATINDOL 7/29/21
 VP for Admin. and Finance

Date: _____

PERFORMANCE MONITORING FORM

January - June, 2021

Name of Employee: JOCELYN T. CO

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	Receiving, encoding and releasing of documents	Documents received, encoded and released	Various dates from January - June, 2021	within January-June, 2021	within January-June, 2021	Very impressive	Outstanding	the documents were released utmost thirty minutes after receipt
2	Reproduction of reports/budget related documents	Reproduced reports and budget related documents	Various dates from January - June, 2021	within January-June, 2021	within January-June, 2021	Very impressive	Outstanding	met the deadline set by required agencies
3	Collates, sorts, reproduces, binds budgetary reports/requirements for Congress, Senate, DBM, PASUC and CHED	Collated, sorted, reproduced, bound budgetary reports/requirements and submitted to different agencies	Various dates from January - June, 2021	within January-June, 2021	within January-June, 2021	Very impressive	Outstanding	met the deadline set by required agencies
4	Draft communications/proposals and prepares documents for reimbursements, liquidations, OIC and transmittal letters	Drafted communications/proposals and prepared documents for processing	Various dates from January - June, 2021	within January-June, 2021	within January-June, 2021	Impressive	Very Satisfactory	communications submitted/forwarded utmost one day after assigned task
5	Consolidate reports of the CSI's	Consolidated CSI's reports	Various dates from January - June, 2021	within January-June, 2021	within January-June, 2021	Impressive	Very Satisfactory	submitted reports within mandated time

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

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

Prepared by:

Louella C. Ampac
LOUELLA C. AMPAC
 Financial Management Director *7/15/21*



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY - JUNE, 2021**

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	59				
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	25				
Average Score	4.94				

Overall recommendation : deserve a promotion

Louella C. Ampac
LOUELLA C. AMPAC *7/15/24*
 Financial Management Director

EMPLOYEE DEVELOPMENT PLAN

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

Signature: 

Aim: To maximize the productivity potential of our Clerk.

Proposed Interventions to Improve Performance:

Date: March 3, 2021 Target Date: July 31, 2021

First Step:

Collate 2022 requirements for Budget Proposal submitted to DBM, Congress and Senate including preparation of some BP Forms

Result:

On time submission of Proposals for New Projects to the different requesting offices.

Date: May 26, 2021 Target Date: June 4, 2021

Next Step:



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 C. AMPAC 
Financial Management Director