



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: Celso F. Sacro

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.94	70%	3.458
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
<b>TOTAL NUMERICAL RATING</b>			<b>4.93</b>

TOTAL NUMERICAL RATING: 4.93  
Add: Additional Approved Points, if any: 0  
TOTAL NUMERICAL RATING: 4.93

FINAL NUMERICAL RATING 4.93

ADJECTIVAL RATING: Outstanding

Prepared by:  
CELSO F. SACRO  
Name of Staff

Reviewed by:  
QUEEN EVER Y. ATUPAN  
Department/Office Head

Recommending Approval:

Approved:

RYSAN C. GUINOCOR  
Dean/Director  
DANIEL LESLIE S. TAN  
Vice President

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, **CELSO F. SACRO**, Admin Aide VI 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 to DECEMBER 31, 2021**.

**CELSO F. SACRO**  
Ratee

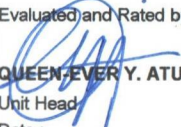
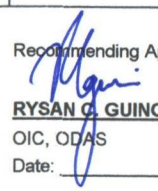
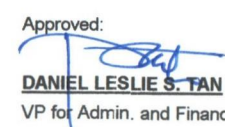
Approval:

**QUEENEVER Y. ATUPAN**  
Head of Unit

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
UGAS5. SUPPORT TO OPERATIONS											
OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS											
ODAS/HRM STO 1:	ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	Accommodate various requests and inquiries from clients.	95% of clients rated services as very satisfactory or higher	100% of clients rated services as very satisfactory or higher	100%	4	5	5	4.67	Note: to get the final rating from QAC who analyze all customer feedback
		PI. 3 Number of administrative processes implemented in accordance with existing approved quality procedures	Implement processes on accordanes with existing approved QPs	3 processes implemented according to QP	3 processes implemented according to QP	100%	5	5	5	5	zero NC during external audit
		PI. 5 Percentage updating of students' payment using Cumulus	Post payment to students account using cumulus.	100% monthly updating and posting of payments using the Cumulus System	100% monthly updating and posting of payments using the Cumulus System	100%	5	5	5	5	
		PI.7 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor	File and keep records as evidence during ISO Audit	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	100%	5	5	5	5	

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS											
ODAS/HRM STO 3:	ARTA aligned frontline services	PI. 9 Efficient & customer friendly frontline service	Responsive and facilitative to clients requests	Zero percent complaint from clients served	Zero percent complaint from clients served	100%	5	5	5	5	Note: Please refer to customer satisfaction survey result from QAC
VPAF STO4: INNOVATIONS & BEST PRACTICES											
ODAS/HRM STO 4:	Innovations & new Best Practices Development Services	PI. 10. Number of new systems/innovations/proposals introduced and implemented	Prepare work instructions in process of payment and the issuance of OR for students payment made in bank, on-line and at the office	1 work instruction	1 work instruction	100%	5	5	4	4.67	Preparing & submitting monthly NCA utilization to ODAS, OVPAF & OP for decision making; WI preparing check payment; WI preparing & submitting Reports of Collection; WI preparing & submitting Report of Disbursement; WI for payments thru bank



No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
ODAS/HRM GASS 1:	Administrative and Support Services	PI. 17 Number of administrative services and financial/ administrative documents acted within time frame	Accommodate request of account account balances and various request from students and clients	200 requests/ administrative documents	250 requests/ administrative documents	150%	5	5	5	5	
		PI. 18 No. of linkages with external agencies maintained	Maintain a good working relationships with Landbank, COA and other funding agencies	3 Linkages (COA, LBP, etc	3 Linkages (COA, LBP, etc	100%	5	5	5	5	
<b>ODAS/HRM GASS 4: Cashiering Services</b>											
		PI3. Number of Cash advances and Petty Cash Fund Maintained/facilitated for University Cash Disbursements.	Maintain and handle the petty cash fund of the office	1 Petty Cash Funds	1 Petty Cash Funds	100%	5	5	5	5	
CASH MFO4	Collection Services	PI1. Number of official receipts issued for collection	Collect fees and issue official receipts to students and clients	2,500 official receipts issued	2,900 official receipts issued	116%	5	5	5	5	
		PI1. Number of deposits of daily collection following COA rules to be deposited intact on the following working day.	Deposit daily collection intact the next banking day and prepare deposit slips	300 deposits	500 deposits	166%	5	5	5	5	
Total Over-all Rating				54.37	Comments and Recommendations for Development Purpose: <i>Recommended to attend skills development trainings and seminars for career advancement.</i>						
Average Rating				4.94							
Adjectival Rating				Outstanding							
Evaluated and Rated by:  <b>QUEEN EVER Y. ATUPAN</b> Unit Head Date : _____			Recommending Approval:  <b>RYSAN C. GUINOCOR</b> OIC, ODAS Date: _____			Approved:  <b>DANIEL LESLIE S. TAN</b> VP for Admin. and Finance Date: _____					
1 - Quality    2 - Efficiency    3 - Timeliness    4 - Average											



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2021

Name of Staff: Celso F. Sacro 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	59				
<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	4.92				

Overall recommendation : Recommended to attend skills development trainings and seminars for career advancements.

**QUEEN-EVER Y. ATUPAN**

Printed Name and Signature  
Head of Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Celso F. Sacro

Performance Rating: 4.94

Aim: Improved collection services.

Proposed Interventions to Improve Performance:

Date: July 1, 2021 Target Date: September 30, 2021

First Step: Encouraged him to make a separate monitoring report for payments through Palawan Pawnshop.

Result: A daily monitoring report was properly prepared.

Date: October 1, 2021 Target Date: December 31, 2021

Next Step: Arranged all work assignments to be well-coordinated with fellow collecting officer especially in depositing daily collections in this time of pandemic.

Outcome: Collection services was further improved and necessary innovations were being implemented to adopt the new normal.

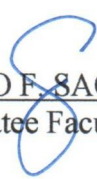
Final Step/Recommendation:

Recommended to attend skills development trainings and seminars for career advancement.

Prepared by:

  
QUEEN EVER Y. ATUPAN  
Unit Head

Conforme:

  
CELSO F. SACRO  
Name of Ratee Faculty/Staff