



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: ARLIN B. FLANDEZ

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.80	70%	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
TOTAL NUMERICAL RATING			4.76

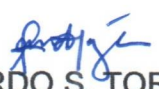
TOTAL NUMERICAL RATING: 4.76
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.76


FINAL NUMERICAL RATING 4.76

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:


LEONARDO S. TORAJA JR.
Name of Staff


MARIA TERESA A. CRUZ
Department/Office Head

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARLIN B. FLANDEZ of the Office of the Head for Internal Audit commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 1 to December 29, 2022

ARLIN B. FLANDEZ

Ratee

MARIA TERESA A. CRUZ

Head of Unit

MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
Citizen's Charter Compliance	Percentage Compliance to Citizen's Charter in compliance to Republic Act No. 9485 otherwise known as the Anti-Red Tape Act of 2007	Regularly adhere to Citizens charter	100%	100%	5	5	5	5	
Efficient and customer-friendly frontline service	Zero complaint from clients in compliance with CSC's Public Service Delivery Audit or PASADA 2003	No Complaint/s from clients	Zero	100%	5	5	5	5	
	Number of monthly Financial Reports verified from BRF and IGF projects	Checked the financial report of all BRF and IGF projects	100	136	5	5	5	5	
	Number of Substantiated Official Receipts reported in the Projects monthly Financial Report	Checked the reported Official Receipts against the report of collections prepared by Cash Division	700	753	5	5	5	5	
	Number of Public Bidding assisted in relation with RA9184	Act as BAC secretariat member	50	67	5	5	5	5	
	Discharged of duties as office dDRC	Exercise the functions as stated in OP Memorandum No. 21 s2021 dated Jan. 4 2021	100%	100%	4	4	5	4.33	
	Meetings attended	Attended virtual meetings/orientation	3	6	5	5	5	5	
	Number of communication prepared for salary deduction RE: Excess GLOBE	Prepared communication for salary deduction RE: Excess Globe	6	6	5	5	4	4.67	
	OPCR and IPCR submitted	Prepared and submitted IPCRs and OPCR	6	6	5	5	5	5	

	Percentage of NC'S received and acted	NC's acted and complied	0	100%	5	5	5	5	
	Percentage of CAR'S received and acted	NC's acted and complied	0	100%	5	5	5	5	
Innovations: Baseline Assessment of Internal Control System	In-unit meetings and workshops	Attended in-unit meetings and workshops	0	3	5	5	5	5	
	Number of BAICS survey released	Issued BAICS survey to different offices	15	0	3	3	3	3	
Best Practice	Fund transfer adjustments in inter-office transactions	Recorded fund transfer	0	11	5	5	5	5	
	Attendance to seminars, trainings and workshop	Attended virtual seminar and workshop	1	2	5	5	5	5	
Total Over-all Rating					72	72	72	72	
Average Rating (Total Over-all rating divided by 4)		4.801	Comments & Recommendations for Development Purpose: I approved her request to retire in 2023.						
Additional Points:									
Approved Additional Points (with copy of approval)									
Final Rating		4.801							
Adjectival Rating		OUTSTANDING							

Evaluated & Rated by:

Recommending Approval:

Approved by:


MARIA TERESA A. CRUZ

Dept/Unit Head

Date: 1/4/2023

Dean/Director

Date: _____


EDGARDO E. TULIN

President

Date: 1/18/2023

1-Quality; 2-Efficiency; 3-Timeliness; 4-Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1 to December 29, 2022

Name of Staff: ARLIN B. FLANDEZ

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
Score	Total				
56					
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					
Average Score					
4.67					

Overall recommendation : I approved employee request for retirement in 2023.


MARIA TERESA A. CRUZ
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Arlin B. Flandez
Performance Rating: July to December 2022

Aim: To be a more effective and efficient audit staff.

Proposed Interventions to Improve Performance: To train the audit staff to be more analytical in the performance of audit work.

Date: July to December 2022

Target Date: 2nd semi-annual of 2022

First Step: Attendance to any related training to enhance communication writing and audit skills.

Result: The audit staff will learn new techniques in audit.

Date: July to December 2022


Target Date: 2nd semi-annual of 2022

Next Step: To enhance computer skills on office applications like word, excel etc.


Outcome: This will aid in writing communications and audit report preparations.

Final Step/Recommendation: Recommends attendance to training, seminars, and workshops related to audit works.

Prepared by:


MARIA TERESA A. CRUZ
Unit Head

Conforme:


ARLIN B. FLANDEZ
Name of Ratee Faculty/Staff