



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

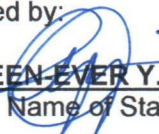
Name of Administrative Staff: Queen-Ever Y. Atupan


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	4.94	30%	1.482
TOTAL NUMERICAL RATING			4.94

TOTAL NUMERICAL RATING: 4.94
Add: Additional Approved Points, if any: 0
TOTAL NUMERICAL RATING: 4.94

FINAL NUMERICAL RATING 4.94

ADJECTIVAL RATING: Outstanding

Prepared by:

QUEEN-EVER Y. ATUPAN
Name of Staff

Reviewed by:

LOUELLA C. AMPAC
Dean/Director

Recommending Approval:


REMBERTO A. PATINDOL
Vice President for Admin. & Finance

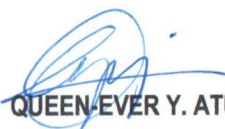
Approved:


EDGARDO E. TULIN
President

Visayas State University
Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, QUEEN-EVER Y. ATUPAN, 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 January 1 to June 30, 2020.


QUEEN-EVER Y. ATUPAN
Ratee
Date: _____

Approved: 
LOUELLA C. AMPAC
Financial Management Director
Date: _____

MFO & PAPs	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
					Quality	Efficiency	Timeliness	Average	
MFO 1. ADMINISTRATION SUPPORT SERVICES & MANAGEMENT	Customer Friendly Frontline Services	Responsive & Facilitative to Clients Requests	Zero complaint	Zero complaint	5	5	5	5.00	
	Number of external linkages for improved financial management developed/maintained	Followed-up and inquired status of releases/fund transferred, balances and status of request.	6	20					
		Send communications to various agencies or banks regarding new issuances, updates and other concerns affecting cash transactions.	6	30	5	5	5	5.00	
	Number of staff supervised and monitored to render efficient service towards various clients.	monitored and supervised frontliners and all the staffs in the cash office	10	11	5	5	5	5.00	
	Number of OPCR and IPCR prepared for the cash office	Prepared OPCR, Annual Report, PPMP and PRs for the cash office.	4	8					
		Prepared IPCR.	1	2	5	5	4.5	4.83	

	Number of IPCRs and performance evaluation forms reviewed, rated and evaluated.	Reviewed, rated and evaluated performances of staffs in the cash office.	10	11	5	5	5	5.00	
	Number of management meetings attended to develop and improve services.	Attended management meetings and trainings to develop and improve offered services.	6	10	5	5	5	5.00	
MFO2 DISBURSEMENT/ PROCESSING	Percentage of funds disbursed with approved documents with customer satisfaction and error free.	Monitored status of disbursements.	100% of NCA Disbursed	87%					
		Reviewed estimates and monitoring report on mandatory payables as need for NCA Balances.	6	6	5	5	4	4.67	
	Number of checks.LDDAP, ACIC and PAC's issued and released within thee days	Reviewed and signed checks ACIC LDDAP entries PAC's entries	2500 60 300 5000	3,100 checks 108 ACIC 638 LDDAP Entries 7,149 PACCs Entries	5	5	4.5	4.83	
	Number of student clearances and withdrawal slip facilitated	Reviewed and signed clearances & student's withdrawal from enrollment	200	400	5	5	5	5.00	
MFO3 FINANCIAL REPORTS PREPARATIONS	Number of daily/monthly financial reports of all funds prepared,consolidated, approved and submitted to Accounting Office with complete supporting documents within the prescribed time. Error free.	Reviewed and signed RCIC, ROC, ROD, SLCI, and other related reports of the office.	500	738 reports					
		Prepared, generated & submitted report of accountability for checks.	42	60	5	5	4.5	4.83	
		Manage cash advances for university activities and programs and prepare liquidation reports.	1	1					
MFO4 COLLECTION SERVICES	Percentage of collection receipted and promptly deposited intact on the following working day.	Monitored and reviewed daily deposits and collection reports making sure that all collection is deposited intact on the following day.	100%	100%					
		Manages collection flow and request additional staff for collection and security officers to manage the crowd when needed during peak season.	100%	100%	5	5	5	5.00	
		Coordinates various request for collection services especially during events that needs	100%	100%					

MFO5 STUDENT SERVICES	Number of student records of accounts maintained, validated and updated for college and high school.	Signed Report of Student account receivable and other reports related to students' accounts.	10	500	5	5	5	5.00	
		Validated students' accounts during peak season.	200	500	5	5	5	5.00	
		Signed students clearances for college and high school.	200	500	5	5	5	5.00	
INNOVATION AND BEST PRACTICES SERVICES	Number of operation manual prepared, reviewed, developed and approved	Reviewed and revised existing operational manuals and citizen's charters	1 Reviewed, revised and approved	1 Reviewed, revised and approved	5	5	4.5	4.83	
	Number of innovation for improved university operation.	Fast tracking of check processing and status of check through the installation of BAUM. Fast Liquidation of cash advances within 30 days, submitted and approved. Work back up assignments in case of needed additional workforce.	implemented Liquidated within 30 days implemented	implemented Liquidated within 30 days implemented	5	5	5	5.00	
	Number of best practices achieved.	Responded/Accommodated clients requests.	100% of clients	100% of clients	5	5	5	5.00	
					Comments and Recommendations for Development Purpose:				
Total Over-all Rating					83.99	For attendance to possible webinars related to cash management			
Average Rating					4.94				
Adjectival Rating					OUTSTANDING				

Evaluated and Rated by:

LOUELLA C. AMPAC

Financial Management Director

Date: _____

Recommending Approval:

REMBERTO A. PATINDOL

Vice-President for Admin and finance

Date: _____

Approved:

REMBERTO A. PATINDOL

Vice-President for Admin and finance

Date: _____

1- Quality

2- Efficiency

3- Timeliness

4- Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2020

Name of Staff: Queen-Ever Y. Atupan Position: Supervising Administrative Officer

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 : Attend cash management seminar and other skills development training.

Louella C. Ampac

LOUELLA C. AMPAC

Printed Name and Signature
Director of Finance

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: QUEEN-EVER Y. ATUPAN
Performance Rating: 4.94

Aim: To develop skill in cash mgt.

Proposed Interventions to Improve Performance:

Date: 3/20/2020 Target Date: 4/3/2020

First Step:

Attendance to Cash mgt seminar

Result:

aborted due to pandemic

Date: Apr. 2020 Target Date: May 2020

Next Step:

attendance in training for counterfeft money

Outcome: aborted / post ponned due to pandemic

Final Step/Recommendation:

for attendance to possible webinars related to cash mgt.

Prepared by:

Lchan-ampac
LOUELLA C. AMPAC
Unit Head 4/4/20

Conforme:

QUEEN-EVER Y. ATUPAN
Name of Ratee Faculty/Staff