



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

**Annex P**

Name of Administrative Staff: **JENNIFER G. TINAJA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.66	70%	3.262
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
<b>TOTAL NUMERICAL RATING</b>			<b>4.711</b>

TOTAL NUMERICAL RATING: **4.711**


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.711**

FINAL NUMERICAL RATING **4.711**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

  
**JENNIFER G. TENAJA**  
Admin. Aide III

Reviewed by:

  
**NICK FREDDY R. BELLO**  
OIC-Head, Accounting Office

Recommending Approval:

  
**LOUELLA C. AMPAC**  
Director, Financial Management Office

Approved:

  
**DANIEL LESLIE S. TAN**  
Vice President for Administration and Finance

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JENNIFER G. TINAJA**, an administrative staff of the **Office of the Head of Accounting** 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, 2022**.

Approval:

  
**JENNIFER G. TINAJA**  
Ratee

  
**NICK FREDDY R. BELLO**  
Head of Unit

**Rating Equivalents:**

5 - Outstanding  
4 - Very Satisfactory  
3 - Satisfactory  
2 - Fair  
1 - Poor

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Percentage of Accomplishment	Actual 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	All Cash office staff	95% of clients rated services as very satisfactory or higher	105% of clients served rated higher satisfactory	100% of clients rated services as very satisfactory or higher	5	5	5	5.00	All Clients were satisfied
		PI. 4 Number of Reports submitted to COA	Generate and prepare Summary of Student's Accounts Receivable per quarter	4 COA reports	100% reports has fully submitted to COA	4COA reports	4	4	4	4.00	Reports fully submitted
		PI. 5 Percentage updating of students' payment using Cumulus	Generate, update and records Student account	100% monthly updating and posting of payments using the Cumulus System	100% of student's payment has fully updated and posted	100% monthly updating and posting of payments using the Cumulus System	4	4	4	4.00	Complete Update student's payment using Cumulus
		PI.7 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily	File documents and keep records as evidence during ISO audit	100% ISO compliant evidences readily available	100% ISO compliant evidences is readily available	100% ISO compliant evidences readily available	5	5	5	5.00	ISO Complaint evidences completely available



**VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS**

<b>ODAS/HRM STO 3:</b>	<b>ARTA aligned frontline services</b>	<b>PI. 9</b> Efficient & customer friendly frontline service	Entertain and accommodate all clients request	Zero percent complaint from clients served	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5.00	No complaints from clients

**VPAF STO4: INNOVATIONS & BEST PRACTICES**
**UMFO6: General Administrative and Support Services (GASS)**
**VPAF GASS 1: Administrative and Support Services Management**

<b>ODAS/HRM GASS 1:</b>	<b>Administrative and Support Services</b>	<b>PI. 17</b> Number of administrative services and financial/ administrative documents acted within time frame	Validate exam permit, assess and countersign clearance; and print statement of accounts and certification of fees as requested	400 requests/adminis trative documents (clearances, readmission, open bank accounts etc.)	2.5% administrative services acted within time frame	1000 requests	5	5	5	5.00	All requested financial or administrative documents fully acted within time frame
		<b>PI. 18</b> No. of linkages with external agencies maintained	Maintain linkage and good working relationship with COA	1 linkage (COA)	1 linkage (COA) maintained	1 linkage (COA)	5	5	5	5.00	Continually maintain relationship with COA

**ODAS/HRM GASS 4: Cashiering Services**

<b>CASH MFO5</b>	<b>Student Services</b>	<b>PI1.</b> Number of students records of accounts maintained, validated and updated for college	Generates, updates and validates students accounts	7000 students 10,000 old accounts	2.43% of enrolled students and 2.5% of old accounts maintained, validated and updated	16,649 students (2 semesters) and 385 Junior High school and 25,872 old accounts	5	5	4	4.66	Students' Record continually maintain
		<b>PI2.</b> Number of quarterly Reports of Accounts Receivable, Monthly Report of Collection (per School Year) and Breakdown of	Generate and prepares quarterly report of Account Receivable and monthly report of collection (per school year and semester)	43 reports of accounts by semester	2.4% of Account receivable reports has generated and prepared	106 reports of accounts by semester	4	4	4	4.00	Prepare reports regularly

		Print, issue and validate temporary clearance, validate/unlock students accounts in the svstem	5000 students	1.7% of student' accounts has been unlocked and validated	8,744 students	5	5	5	5.00	All students' account has been unlocked
					Total Points:	47	47	46	46.66	Comments & Recommendations for Development Purpose:
Total Over-all Rating						46.66				
Average Rating (Total Over-all rating divided by 10)						4.66				
Additional Points:										Attaind trainings related to Accountinf functions
Approved additional points(with copy of approval)										
FINAL RATING						4.66				
ADJECTIVAL RATING						OUTSTANDING				

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

Evaluated & Rated by:




**NICK FREDDY R. BELLO**

OIC-Head, Office of the Head of Accounting

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

Recommending Approval:



**LOUELLA C. AMPAC**

Director, Financial Management Office

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

Approved by:



**DANIEL LESLIE S. TAN**

Vice President for Admin & Finance

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July 1-December 31, 2022**

Name of Staff: **JENNIFER G. TINAJA**

Position: **ADMIN AIDE III**

**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. 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		N/A				
Average Score		4.83				

Overall recommendation : \_\_\_\_\_



**NICK FREDDY R. BELLO**  
 OIC-Head, Office of the Head of Accounting



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JENNIFER G. TINAJA**

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: May 29 Target Date: December, 2023

First Step:

Training on financial management and other accounting functions

Result:

Improved performance

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

Next Step:

Recommend for Promotion

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

Final Step/Recommendation:

Prepared by:



**NICK FREDDY R. BELLO**  
Immediate Supervisor

Conforme:



**JENNIFER G. TINAJA**  
Name of Ratee Faculty/Staff