#### Annex P

# COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

# Name of Administrative Staff: LOUELLA C. AMPAC

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
<ol> <li>Numerical Rating per IPCR</li> <li>Supervisor/Head's assessment of his contribution towards attainment of office accomplishments</li> </ol>	5.00	4.88x 70% 5.00 x 30%	3.41 1.5
	TOTAL NUM	ERICAL RATING	4.91

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

0.00

TOTAL NUMERICAL RATING:

4.91

ADJECTIVAL RATING:

**OUSTANDING** 

Prepared by:

Chan-oupre LOUELLA C. AMPAC

Internal Auditor VI

Reviewed by:

FRANCISCOG VP for Adm. & Finance

Recommending Approval:

REMBERTO A. PATINDOL Chairman, PMT

Approved:

President de

"Exhibit A"



## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>LOUELLA CHAN-AMPAC</u>, Head of the <u>Internal Audit Service Office (IASO)</u> commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>July</u> to <u>Dec. 31, 2016</u>.

LOUELLA CHAN-AMPAC

Head of Unit

Date:

REMBERTO A. PATINDOL Chairman, PMT

FRANCISCO	G. C	ABU	NADA,	JR.
	ACCUPATION OF THE PERSON OF TH	-		

**Executive Officer** 

Date:	

Approved:

#### **EDGARDO E. TULIN**

President

								Ra	ting		Remarks
M FO No	MFOs/PAPs	Success Indicators	Tasks Assigned	JULY-DEC 2016 Target	Percentage of Accomplishments as of Dec. 31,2016	Details of Accomplishment	Q1	E2	Т3	A4	
		Number of Internal Control Systems (ICS)	Assist in the evaluation								
6	General Administration Support Services	evaluated within 45 days from start of review	of Internal Control System	1	100%	1	5	5	5	S	
	Support Services	Number of Prior years ICS	- Cyotoni		200,0						
		recommendations monitored within 20 days from report submission	Monitored Prior Years ICS recommendation	3	67%	2	5	5	4	4.7	-
		Number of additional assignments conducted, verified and submitted to OP/concerned offices within 30 days from receipt	Conducted and verified documents and submitted to OP/concerned offices within 30 days from receipt	3	100%	2	5	5	5	5	k

							Rating			Remarks	
FO No	1	Success Indicators	Tasks Assigned	JULY-DEC 2016 Target	Percentage of Accomplishments as of Dec. 31,2016	Details of Accomplishment	Q1	E2	Т3	A4	,
·	IIII OS/TATS	Oddeeds Hidicators	Inclusion of fund		0.000.00,000	710001111111111111111111111111111111111					
			transfer as payment of								
			Accts. Receivable in the								
		Number of best practices introduced	project	1	100%	1	5	5	5	5	
		Number of Monthly IGP Financial	Checked financial								
	Financial	Reports verified within 7 days from	reports of IGP/STF				_		4.	4.7	
	Management Services	receipt	Projects	265	93%	246	5	5	Τ.	4.7	
			Reviewed financial								
			reports and its working					5	4.	4.7	
			papers	54	80%	43	5	7	(	7.7	
		Number of physical inventory count	Witnessed physical				~	_	5	5	
		witnessed within the day	inventory	1	100%	1	5	5	7	U	
		North and F. D. His Diddings assisted in	Attended meetings and								
		Number of Public Biddings assisted in	participated in the								
		relation with adherence to provisions of the Procurement Law	different bidding process	10	110%	11	J	J	5	5	
_		Number of Canvass Papers/Request for	process	10	110%	11		-			
		Quotation opened, processed and									
		verified within the day	Verified canvass papers	4570	90%	4122	5	5	4	4.7	
		Vermed Within the day	Verifica carryado papero	1370	30/0	T subs dies des					
			Acted on different			1					
		Number of queries on financial matters	queries at least three				-	J	J	~	
		ushered/ attended efficiently	days from receipt	48	127%	61	J	7	J	5	
	Efficient and								-	5	
	customer-friendly	Zero complaint from clients	all IASO Staff	No complaint		No complaint	5	5	5		0
	Total Over-all Rating						55	T	4	HA	
	Average Rating						5	5	4.6	4.74	8%
	Adjectival Rating										

A) 2 1 1 1

Received by:

Planning Office

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

Calibrated by:  REMBERTO A. FITTINDUL, PhD	REMBERTO A. FATINDOL, PhD	Approved by:
PMT		EDGANGE
Date:		Date :

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### Annex O

# Instrument for Performance Effectiveness of Administrative Staff

Rating Period:_	July to Dec. 31, 2016		
Name of Staff:	Louella C. Ampac	Position:	Internal
Auditor 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	<b>Descriptive Rating</b>	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)		5	Scale	9	
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				
	Leadership & Management (For supervisors only to be rated by higher supervisor)		(	Scale	Э	
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	3				

Overall recommendation	1			
		_	1.	
		-		
		/		

Mame of Head