



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **GINA A. LORETO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.67	70%	3.269
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.425
TOTAL NUMERICAL RATING			4.694

TOTAL NUMERICAL RATING: **4.694**

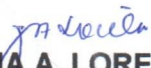
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.694**


FINAL NUMERICAL RATING **4.694**

ADJECTIVAL RATING: **Outstanding**

Prepared by:


GINA A. LORETO
Admin. Aide IV

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

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **GINA A. LORETO**, of the Accounting Office 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-June, 2022

Administrative support
services

gina a. loreto
GINA A. LORETO
Ratee

Approved:

Nick Freddy R. Bello
NICK FREDDY R. BELLO
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	January- June 2022	Percentage of Accomplishments of June, 2022	Details of Accomplishment	Details of Accomplish- ment	Rating				Remarks
			target				Q¹	E²	T³	A⁴	
DISBURSEMENT/ PROCESSING SERVICES	Number. of projects controlled error free	Control Project/Releases under NGAS (20201050) funded by DA-BAR, CHED, PCARRD, DENR , DOST & NEDA	20	150%	Controlled 30 projects	30	5	5	4	4.67	
		Prepares Journal monthly balance per projects	20	100%	Monitored 30 projects	20	5	5	4	4.67	
	Number of financial documents	Obligates vouchers, payrolls, & PO's under NGAS accounts	300	118%	Obligated 71 financial docs (5 copies each)	355	5	5	5	5.00	
		Earmarks PR's,Contracts, Appointments under NGAS accounts	45	200%	Earmarks 18 documents (x 5 copies)	90	5	5	5	5.00	
	Number of financial documents obligated/liquidated error free	Encode the obligated voucher, payrolls & PO's , under NGAS accounts	300	118%	Encoded 71 financial docs (x5 cps-3+14)	355	5	5	5	5.00	
		Post check number to the obligated documents	300	100%	Posted 650 financial docs.	300	5	5	5	5.00	
BOOKKEEPING SERVICES	Number of quarterly and terminal financial project reports with supporting schedules prepared and submitted to funding agencies within tne mandated time	Prepare Financial Report of each project	40	150%	Prepare 60 reports	60	4	4	4	4.00	
		Prepares schedule of recapitulated liquidations of each projects	60	100%	Prepare 60 schedules	60	5	5	4	4.67	
		Prepares schedule of accounts payable for each projects	60	100%	Prepare 50 schedules	60	5	5	4	4.67	
		Prepares liquidation report of accounts payable of the previous year of each projects	20	150%	Prepare 30 schedules	30	5	5	5	5.00	
		Prepare Terminal Report as project requires	20	50%	Prepare 10 TAFR	10	4	4	4	4.00	
Innovation & Best Practices Services or Continual & Improvement & Management Services	Number of Innovations for improved university operations	Process immediately the financial documents as long as funds is available	1	100%		1	5	5	5	5.00	
	Number of best practices achieved		1	100%		1	4	4	4	4.00	
Total Over-all Rating							62	62	58	60.67	
Average Rating (Total Over-all rating divided by #							4.67	Comments & Recommendations for Development Purpose: Attend training relevant to functions.			
Additional Points:											
Punctuality											
Approved Additional points (with copy of approval)											
FINAL RATING											
ADJECTIVAL RATING							Outstanding				

Evaluated and Rated by:

Nick Freddy R. Bello
NICK FREDDY R. BELLO
Accountant II

Date: _____

- 1 - quality
- 2 - efficiency
- 3 - timeliness
- 4 - average

Recommending Approval:

Louela C. Ampac
LOUELA C. AMPAC
Director of Finance

Date: _____

Approved:

Daniel Leslie S. Tan
DANIEL LESLIE S. TAN
VP for Admin and Finance

Date: _____

PERFORMANCE MONITORING FORM

Name of Employee: GINA A. LORETO

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all Assessment of Output**	Remarks/Recommendation
1	Controls project released under NGAS (20201050) funded by DA-BAR, CHED, PCAARRD, DOST & NEDA	Journals encoded & recorded	Start of Project	As soon as all of the required documents are submitted	within a day	Very Impressive	Outstanding	
2	Obligates vouchers, payrolls and PO's under NGAS accounts	Posted transactions to each project Journals	Daily	1 day after received from processing	within a day	Very Impressive	Outstanding	
3	Earmarks PR's, contracts, appointments under NGAS accounts	Assigned number and recorded to each projects journal	Daily	15 minutes	within a day	Very Impressive	Outstanding	
4	Prepares journal monthly balance per projects	Prepared monthly balance of LIB's of each projects	Monthly	2 days preparations per projects	2 days after	Impressive	Very Satisfactory	
5	Encodes obligated vouchers, payrolls and PO'S under NGAS accounts to BAOM	Posted transactions to BAOM	Daily	1 day preparation	1 day after	Impressive	Outstanding	
6	Posts check number to the obligated documents	Posted to Journal per projects	Monthly	1 day preparation per projects	within a day	Impressive	Very Satisfactory	
7	Prepares schedule of recapitulated liquidations and accounts payable of each projects	Prepared Schedules of Check Issued and Accounts Payable	Quarterly	2 days preparation per projects	2 days after	Impressive	Outstanding	
8	Prepares financial report of each projects	Prepared quarterly Financial Reports	Quarterly	3 days preparations per projects	2 days after	Impressive	Outstanding	
9	Prepares liquidation report of accounts payable of the previous year of each projects	Prepared Liquidation of AP of previous year and Financial Reports	Annually	2 days preparation per projects	2 days after	Impressive	Outstanding	
10	Prepares terminal report for projects completed and prepare voucher of refund if there's any	Prepared Terminal Report per project	End of Project	2 days preparation per projects	2 days after	Impressive	Outstanding	

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:



NICK FREDDY R. BELLO
OIC-Head, Accounting Office



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **Jan. 1-June 30, 2022**

Name of Staff: **GINA A. LORETO** Position: **ADMIN 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		57				

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		4.75				

Overall recommendation : _____



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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **GINA A. LORETO**

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 1 Target Date: June, 2022

First Step:

Training on financial management

Result: Improved Performance

Date: _____ Target Date: _____


Next Step:

Recommend for Promotion

Outcome: _____

Final Step/Recommendation:

Prepared by:


NICK FREDDY R. BELLO
Unit Head

Conforme:


GINA A. LORETO
Name of Ratee Faculty/Staff