



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

**Annex P**

Name of Administrative Staff: Celso F. Sacro

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.89	70%	3.423
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
<b>TOTAL NUMERICAL RATING</b>			<b>4.90</b>

TOTAL NUMERICAL RATING: 4.90  
Add: Additional Approved Points, if any: 0  
TOTAL NUMERICAL RATING: 4.90

FINAL NUMERICAL RATING 4.90

ADJECTIVAL RATING: Outstanding

Prepared by:  
CELSO F. SACRO  
Name of Staff

Reviewed by:  
QUEEN EVER Y. ATUPAN  
Department/Office Head

Recommending Approval:

LOUELLA C. AMPAC  
Dean/Director

Approved:

REMBERTO A. PATINDOL  
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Celso F. Sacro, 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 of January 1, 2020 to June 30, 2020.

CELSO F. SACRO  
Ratee

Approved by: QUEEN-EVER Y. ATUPAN  
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage of Actual Accomplishment	Rating				Remarks
						Q	E	T	A	
MFO1 ADMINISTRATION SUPPORT SERVICES & MANAGEMENT	Customer Friendly Frontline Services	Responsive and facilitated clients request.	zero complaint	zero complaint	100%	5	5	5	5.00	
	Number of external linkages for improved financial management developed/maintained.	Requested Bank Statement to the depository bank for verification of fund releases from the other agencies	12	18	150%	5	5	4.5	4.83	
		Processed bond application for Bonded Officials to Bureau of Treasury	5	6	120%	5	5	4.5	4.83	
MFO2 FINANCIAL MANAGEMENT : Disbursement/Processing Services	Number of funds disbursed with approved documents with customer satisfaction and error free	Delivered checks of VSU suppliers in Tacloban City	41	45	110%	5	5	4.5	4.83	
MFO4 COLLECTION SERVICES	Number of collection receipted and promptly deposited on the following working day.	Received & receipted income of the university as a Special Collecting Officer	3,000	3200	107%	5	5	4.5	4.83	
		Prepared deposit slips and deposited collections intact the next banking day		42	420%	5	5	5	5.00	
		Receipted and recorded fund releases from other agencies	35	38	109%	5	5	4	4.67	
MFO6 INNOVATION & BEST PRACTICES SERVICES	Number of best practices achieved	Prioritized Senior Citizen/PWD and Pregnant Women in paying school fees and other services.	1	1	100%	5	5	5	5.00	
		Set as the IT personnel on the cash office		1	200%	5	5	5	5.00	
Total Over-all Rating						44.00				
Average Rating (Total Over-all rating divided by 9)		4.89		Comments & Recommendations for Development Purpose: <i>Attend cash management seminar and other skills development training.</i>						
Additional Points:										
Punctuality										
Approved additional points(with copy of approval)										
FINAL RATING		4.89								
ADJECTIVAL RATING		OUTSTANDING								
Evaluated & Rated by: <i>QUEEN-EVER Y. ATUPAN</i> Dept./Unit Head Date: _____		Recommending Approval: <i>LOUELLA C. AMPAC</i> Dean/Director Date: _____		Approved by: <i>REMBERTO A. BATINDOL</i> Vice President Date: _____						
1 - Quality		2 - Efficiency		3 - Timeliness		4 - Average				





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2020

Name of Staff: Celso F. Sacro Position: Administrative 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	59				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	4.92				

Overall recommendation : Attend cash management seminar and other skills development training.

  
**QUEEN EVER Y. ATUPAN**  
Printed Name and Signature  
Head of Office



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Celso F. Sacro  
Performance Rating: 4.90

Aim: To develop skills in managing collection and cash management.

Proposed Interventions to Improve Performance:

Date: January 1, 2020 Target Date: March 31, 2020

First Step: Establish a change fund for improvement in collection services.

Result: Collection services was improved.

Date: April 1, 2020 Target Date: June 30, 2020

Next Step: Facilitated enrollment to Landbank Link.Biz Portal which provides online banking services to students/clients.

Outcome: Collection services was further improved and we were able to innovate to meet the pressing need on this pandemic times.

Final Step/Recommendation:

Attend cash management seminar and other skills development training.

Prepared by:

  
QUEEN EVERY X. ATUPAN  
Unit Head

Conforme:

  
CELSO F. SACRO  
Name of Ratee Faculty/Staff