

OFFICE OF THE HEAD OF PERFORMANCE MANAGEMENT AND REWARDS & RECOGNITION

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: preeo@vsu.edu.ph Website: www.vsu.edu.ph

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

| Name of Administrative Staff:V | alerie C. Valenzo | ona | |
|---|-------------------------|-----------------------|---|
| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
| Numerical Rating per IPCR | 4.94 | 70% | 3.458 |
| Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.83 | 30% | 1.449 |
| | TOTAL NUN | IERICAL RATING | 4.91 |
| TOTAL NUMERICAL RATING: Add: Additional Approved Points, if an TOTAL NUMERICAL RATING: | y:4.9 | 0 | |
| FINAL NUMERICAL RATING | 4.91 | | |
| ADJECTIVAL RATING: | Out | standing | |
| VALERIE C. VALENZONA Name of Staff | | EN-EVER Y. ATUPAN | |
| Recommending Approv | al: | M | |

Dean/Director

L LESLIE S. TAN
Vice President

Approved:

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I,VALERIE C. VALENZONA, Administrative Aide IV 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, 2021.

Approval:

VALERIE C. VALENZONA

Ratee

UEEN EVER Y/ATUPAN

tead of Unit

| No. | MFOs/PAPs | Success Indicators | Tooks Assigned | Tarnet | Actual | Percentage | | Rat | ing | | DEMARKS |
|--------------------|---|--|---|--|---|-----------------|------|------|------|------|---------|
| NO. | IVIFUS/PAPS | Success indicators | Tasks Assigned | Target | nt | Accomplishme nt | Q1 | E2 | Т3 | A4 | REMARKS |
| UGAS5. SUP | PORT TO OPERA | TIONS | - | | | | | | | | |
| OVPAF STO | 1: ISO 9001:2015 | ALIGNED DOCUMENT | S | | | | | | | | |
| 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 | Fast, Efficient & customer friendly frontline service Preparation, | 95% of clients rated services as very satisfactory or higher | services as very satisfactory or higher 3 quality | 100% | 5.00 | 5.00 | 5.00 | 5.00 | * |
| | | procedures revised/updated and registered at QAC | encoding and printing of cash office quality procedure | procedures revised and registered | procedures revised and registered | | | | | | |
| | | PI. 3 Number of administrative processes implemented in accordance with existing approved quality procedures | Implement processes in accordance with existing approved QPs | 3 processes implemented according to QP | 3 processes implemented according to QP | 100% | 5.00 | 5.00 | 5.00 | 5.00 | |

| MEOc/DADa | Success Indicaters | Tacke Assigned | Taract | Actual | Percentage | | Rat | ing | | REMARKS |
|----------------------|--|--|--|---|--|---|--|--|--|--|
| WIFUS/PAPS | Success indicators | Tasks Assigned | Target | nt | nt | Q1 | E2 | Т3 | A4 | REWARKS |
| | PI4. Number of Reports submitted to COA | Preparation and Submittion of Report of Check Issued and Cancelled (RCIC) under Regular Agency Fund to COA. | 23 RCIC reports | 15 RCIC Reports | 65% | 4.00 | 5.00 | 5.00 | 4.67 | |
| | ISO evidences | Preparation and filling of evidences | 100% ISO compliant evidences readily available | 100% ISO compliant evidences readily available | 100% | 5.00 | 5.00 | 5.00 | 5.00 | |
| RTA ALIGNED | COMPLIANCE AND REI | PORTING REQUIR | REMENTS | | | | | | | |
| rontline | customer friendly | | compliant evidences | 100% ISO compliant evidences readily available | 100% | 5.00 | 5.00 | 5.00 | 5.00 | |
| NNOVATIONS & | BEST PRACTICES | | | | | | | | | |
| ew Best Practices | systems/innovations/p roposals introduced | and the second s | | 1 innovation | 100% | 5.00 | 5.00 | 5.00 | 5.00 | Implement the Expanded MDS Disbursem ent System |
| A Trisi | RTA aligned rontline ervices NOVATIONS & novations & ew Best ractices | PI4. Number of Reports submitted to COA PI.7 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor RTA ALIGNED COMPLIANCE AND RESERTA aligned rontline ervices PI. 9 Efficient & customer friendly frontline service NNOVATIONS & BEST PRACTICES NNOVATIONS & PI. 10. Number of new systems/innovations/p roposals introduced | PI4. Number of Reports submitted to COA Preparation and Submittion of Report of Check Issued and Cancelled (RCIC) under Regular Agency Fund to COA. PI.7 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor PI.9 Efficient & customer friendly frontline service PI.9 Efficient & customer friendly frontline service | PI4. Number of Reports submitted to COA Preparation and Submittion of Report of Check Issued and Cancelled (RCIC) under Regular Agency Fund to COA. PI.7 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor PI.9 Efficient & customer friendly frontline ervices PI.9 Efficient & customer friendly frontline service Prepare Work Instruction in the preparation and Submittion of Report of Check Issued and Cancelled (RCIC) under Regular Agency Fund to COA. Preparation and filling of evidences evidences readily available 100% ISO compliant evidences readily available 1 work instruction in the preparation of | PI4. Number of Reports submitted to COA P1.7 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor P1.9 Efficient & customer friendly frontline services P1.9 EFficient & customer friendly frontline services P1.0 Number of Report of Check Issued and Cancelled (RCIC) under Regular Agency Fund to COA. P1.7 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor P2.9 Efficient & customer friendly frontline service P3.9 Efficient & customer friendly frontline service P4.10 Number of new systems/innovations/p roposals introduced P5.9 EFFI TO. Number of new systems/innovations/p roposals introduced P6.10 Number of new systems/innovations/p roposals introduced P6.10 Number of new systems/innovations/p roposals introduced P6.20 RCIC reports P6.10 Number of Check Issued and Cancelled (RCIC) under Regular Agency Fund to Compliant evidences readily available P6.10 Number of new systems/innovations/p roposals introduced P7.10 Number of new systems/innovations/p roposals introduced P8.10 Number of new systems/innovations/p roposals introduced | PI4. Number of Reports submitted to COA PI.7 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor RTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS RTA aligned rontline ervices PI. 9 Efficient & customer friendly frontline service PI. 10. Number of Reports and Submittion of Reports of Check Issued and Cancelled (RCIC) under Regular Agency Fund to COA. PI.7 Percentage of ISO evidences compliant evidences readily available revidences readily available revidences readily available RTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS RTA aligned rontline ervices PI. 9 Efficient & customer friendly frontline service PI. 10. Number of new systems/finnovations/p roposals introduced PI. 10. Number of new preparation of Prepare Work Instruction in the preparation of | PI4. Number of Reports submitted to COA PI-7 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor RTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS RTA aligned rontline ervices PP. 9 Efficient & customer friendly frontline service PP. 9 Efficient & customer friendly frontline service NOVATIONS & BEST PRACTICES INOVATIONS & BEST PRACTICES Inovations & ew Best systems/innovations/p roposals introduced PI4. Number of Reparation and Submittion of Report of Check Issued and Cancelled (RCIC) and Reports Preparation and Cancelled (RCIC) and Reports 100% ISO compliant evidences readily available 100% ISO compliant evidences readily available | PI4. Number of Reports submitted to COA PI50 evidences compliant with existing quality procedures kept intact and readily available ervices PI6. PP EFFIcient & Customer friendly frontline service PI7. Perparation and Customer friendly frontline service PI8. PETRACTICES PREPARATIONS & BEST PRACTICES PREPARATIONS & BEST PRACTICES PREPARATIONS & BEST PRACTICES PREPARATIONS & BEST PRACTICES PREPARATION Accomplishme at Complishme in the preparation of the prepa | PI4. Number of Reports submitted to COA PI.7 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor PI.9 Efficient & Customer friendly frontline service PI.9 Efficient & Customer friendly frontline service PI.9 EST PRACTICES INDOVATIONS & BEST PRACTICES IPI.1 Number of Reports Indicators Preparation and Submittion of Report (Tebeck Issued and Cancelled (RCIC) under Regular Agency Fund to COA. PI.7 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available revidences readily available RTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS RTA aligned continue ervices PI.9 Efficient & Customer friendly frontline service Preparation and filling of evidences readily available PI.1 0. Number of new systems/innovations/p roposals introduced Preparation and Cancelled (RCIC) and REPORTING REQUIREMENTS INDOVATIONS & BEST PRACTICES Innovation & PI.1 0. Number of new systems/innovations/p reparation of preparation and Cancelled (RCIC) and Cancelled (RCI | PI4. Number of Reports submitted to COA PI4. Number of Reports submitted to COA PPREPARATION OF COA PI5. Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor PRA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS RTA ALIGNED COMPLIANCE SIDE of Continue revidences readily frontline ervices PRACTICES PROPRIOR OF Check Issued and Cancelled (RCIC) under Regular Agency Fund to COA. PL.7 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor PRACTICES PRACTICES PROPRIOR OF Check Issued and Cancelled (RCIC) under Regular Agency Fund to COA. PL.7 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor PRACTICES PRACTICES PRACTICES PROPRIS ASSIGNED ACCOMPLIANCE AND REPORTING REQUIREMENTS PRACTICES PROPRIS ASSIGNED ACCOMPLIANCE AND REPORTING REQUIREMENTS PROPRIS ASSIGNED ACCOMPLIANCE AND REPORT A |

| Na | MEQ-/DAD- | Success Indicates | Tacks Assigned | Tarnet | Actual | rercentage | | Rat | ing | | REMARKS |
|---------------------|---|---|--|---|--|------------|------|------|------|------|---------|
| No. | MFOs/PAPs | Success Indicators | Tasks Assigned | Target | Accomplishme nt | nt | Q1 | E2 | T3 | A4 | REWARNS |
| ODAS/HRM GASS 1: | Administrative and Support Services | PI. 17 Number of administrative services and financial/administrative documents acted within time frame | Preparation, encoding and printing of communications and documents | 30 requests/ administrative documents | 35 requests/ administrativ e documents | 117% | 5.00 | 5.00 | 5.00 | 5.00 | |
| | | PI. 18 No. of linkages with external agencies maintained | Maintain a good working relationship and linkage with Landbank, COA and other agencies | 5 Linkages (COA, BTR, LBP, Philhealth, GSIS) | 5 Linkages (COA, BTR, LBP, Philhealth, GSIS) | 100% | 5.00 | 5.00 | 5.00 | 5.00 | |
| | | PI20. Number of Man Com meetings attended and staff meetings presided and counselling sessions among staff conducted. | Attend monthly staff meeting | 6 staff meeting | 6 staff meeting | 100% | 5.00 | 5.00 | 5.00 | 5.00 | |
| | | PI21. Number of Management Reports prepared for Procurement, planning | Consolidates, encodes and prints IPCRs with supporting documents | 2 reports | 2 reports | 100% | 5.00 | 5.00 | 4.00 | 4.67 | |
| ODAS/HRM (| GASS 4: Cashieri | ng Services | | | | | | | | | |

| No. | MFOs/PAPs | Success Indicators | Tasks Assigned | Target | Actual Accomplishme | rercentage | | Rat | ting | | REMARKS |
|-----------|--|--|--|--|---|------------|------|------|------|------|---------|
| NO. | WIT OS/FAFS | Success mulcators | rasks Assigned | rarget | nt | nt | Q1 | E2 | Т3 | A4 | KEWAKNS |
| CASH MFO1 | Administration Support Services & Management | PI1. Number of communications prepared for bank updating and other | Preparation, encoding and printing of communications | 6 requests/ (communications to LBP for the closed | ions to LBP for the | 200% | 5.00 | 5.00 | 5.00 | 5.00 | |
| | | cash transactions | and documents requested by clients | accounts,etc.) | closed accounts,etc .) | | | | | | |
| | | PI2. Number of monthly monitoring of NCA utilization per expense accounts prepared and submitted to management for decision making | Preparation, encoding, printing and monthly monitoring of NCA utilization | | 7 monitoring report | 117% | 5.00 | 5.00 | 5.00 | 5.00 | |
| CASH MFO2 | Disbursement /Processing | period and error free | Conduct a final review of vouchers & payrolls as to completeness of signatures and attachments | 1,500 approved payrolls and vouchers | 5,474 approved payrolls and vouchers | 364% | 5.00 | 5.00 | 5.00 | 5.00 | |
| | | PI2. Number of checks, LDDAP, ACIC and PAC'S issued and released within three days | Preparation, encoding and printing of | entries of LDDAP-ADA; 3,000 entries of | 496 checks; 284 entries of LDDAP- ADA; 5,470 entries of PACS | 167% | 4.00 | 5.00 | 5.00 | 4.67 | |

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| | MFOs/PAPs | Success Indicators | Tasks Assigned | Target | Actual Accomplishme | Accomplished | | Rat | ing | | REMARKS |
|----------------------|--------------------|--|---|---|--|--------------|--------|--------|-------|--------|---------|
| No. | WIFUS/PAPS | Success mulcators | rasks Assigned | rarget | nt | nt | Q1 | E2 | T3 | A4 | KEWAKNS |
| CASH MFO3 Fin | eparation | PI1. Number of daily/monthly financial reports of all funds prepared, consolidated, approved and submitted to accounting office with complete supporting document within the prescribe time, error free. | Report preparation, encoding and printing of RCIC for Regular Agency Fund (General Fund 101) | 25 daily/weekly reports; 6 monthly reports | daily/weekly reports; 6 monthly reports | 68% | 5.00 | 5.00 | 5.00 | 5.00 | |
| CASH MFO4 Col Ser | llection rvices | PI1. Number of official receipts issued for | Preparation, encoding and printing of Official Receipts | 30 official receipts issued | 45 official receipts issued | 150% | 5.00 | 5.00 | 5.00 | 5.00 | |
| CASH MFO5 Stu | | students recordsof | | | 31 students record | 103% | 5.00 | 5.00 | 5.00 | 5.00 | |
| Total Over-all Ra | ating | | | 89.00 | | nd Recomme | | | | | |
| Average Rating | | | | 4.94 | Recommender | d for prom | otion. | Aggend | SKIIS | deve | lopment |
| Adjectival Rating | q | | | Outstanding | and manag | gement tra | ining | for a | areer | advand | cement. |

| verage Rati | ng | | | 4.94 | and manag | d for p | promotion. | . Affend | Ī |
|--------------|----------------|----------------|----------------|-------------|-----------|-----------|-------------|----------|---|
| djectival Ra | ting | | | Outstanding | and manag | em ent | training | for c | 0 |
| | | | | | | | | | |
| valuated and | Rated by: | | Recommending A | pproval: | | Approved | l: | | |
| | 11 | | Mari | | | | Jul. | - | |
| UEEN-EVE | Y. ATUPAN | | RYSAN C. GUINC | COR | <u> </u> | DANIEL L | LESLIE S. | TAN | |
| Init Head | 7 | | OIC, ODAS | | , | VP for Ad | min. and Fi | inance | |
|)ate : | | | Date: | | . 1 | Date: | | | |
| | | | | | | | | | |
| - Quality | 2 - Efficiency | 3 - Timeliness | 4 - Average | | | | | | |
| | | | | | | | | | _ |



OF THE HEAD OF PERFORMANCE MANAGEMENT AND **REWARDS & RECOGNITION**

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Instrument for Performance Effectiveness of Administrative Staff

| Rating Period: _ | July – December 2021 | | | |
|------------------|----------------------|-----------|------------------------|--|
| Name of Staff: _ | Valerie C. Valenzona | 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. C | Commitment (both for subordinates and supervisors) | | (| Scale | Э | |
|------|---|---|---|-------|---|---|
| 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 | | 4 | 3 | 2 | 1 |



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| | | - | | | | |
|-----|---|---|---|-------|---|---|
| 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 | | |
| | eadership & Management (For supervisors only to be rated by higher supervisor) | | 5 | 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 | | | | | |
| | Average Score | | | 4.83 | | |

Overall recommendation

Recommended for promotion. Attend skills development and management training to further capability enhancements.

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

EMPLOYEE DEVELOPMENT PLAN

| Name of Employee: <u>Valerie C. Valenzona</u> |
|--|
| Performance Rating: 4.94 |
| |
| Aim: Enhanced monitoring of NCA Balances and improved disbursements. |
| Proposed Interventions to Improve Performance: |
| Date:July 1, 2021 Target Date:September 30, 2021 |
| First Step: The report of NCA Monitoring was revised to make it more understandable. |
| Result: She was able to understand the purpose of the report and was able to input accurate balances. |
| Date: October 1, 2021 Target Date: December 31, 2021 |
| |
| Next Step: Further improved and revised the monthly NCA Monitoring Report to further |
| present it to users in a more comprehensive way and we added estimates for the whole |
| quarter making it useful for users in giving sound management decisions. |
| Outcome: Monitoring of NCA Balances per month was further enhanced and disbursement services was improved. |
| Final Step/Recommendation: |
| Recommended for promotion. Attend skills development and management training for career advancement. |
| |
| |
| Prepared by: OUFFINE VERY. ATUPAN Unit Head |
| Conforme: Viida do . |

VALERIE C. VALENZONA
Name of Ratee Faculty/Staff