



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

**Annex P**

Name of Administrative Staff: Valerie C. Valenzona

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.94	70%	3.458
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
<b>TOTAL NUMERICAL RATING</b>			<b>4.91</b>

TOTAL NUMERICAL RATING: 4.91  
Add: Additional Approved Points, if any: 0  
TOTAL NUMERICAL RATING: 4.91

FINAL NUMERICAL RATING 4.91

ADJECTIVAL RATING: Outstanding

Prepared by:  
Valerie C. Valenzona  
Name of Staff

Reviewed by:  
Queen-Ever Y. Atupan  
Department/Office Head

Recommending Approval:


Approved:

Rysan C. Guinocor  
Dean/Director  
Daniel Leslie S. Tan  
Vice President

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

  
**QUEEN EVER Y. ATUPAN**  
 Head of Unit

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage 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	Fast, Efficient & customer friendly frontline service	95% of clients rated services as very satisfactory or higher	95% of clients rated services as very satisfactory or higher	100%	5.00	5.00	5.00	5.00	
		PI.2 Number of quality procedures revised/updated and registered at QAC	Preparation, encoding and printing of cash office quality procedure	3 quality procedures revised and registered	3 quality procedures revised and registered	100%	5.00	5.00	5.00	5.00	
		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	



No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
		PI4. Number of Reports submitted to COA	Preparation and Submission 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	
		PI.7 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor	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	
<b>VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS</b>											
ODAS/HRM STO 3:	ARTA aligned frontline services	PI. 9 Efficient & customer friendly frontline service	Fast, Efficient & customer friendly frontline service	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	100%	5.00	5.00	5.00	5.00	
<b>VPAF STO4: INNOVATIONS &amp; BEST PRACTICES</b>											
ODAS/HRM STO 4:	Innovations & new Best Practices Development Services	PI. 10. Number of new systems/innovations/proposals introduced and implemented	Prepare Work Instruction in the preparation of checks payment for General Fund (Fund 101)	1 work instruction	1 innovation	100%	5.00	5.00	5.00	5.00	Implement the Expanded MDS Disbursement System
<b>VPAF GASS 1: Administrative and Support Services Management</b>											

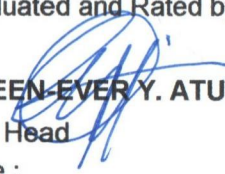
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No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
CASH MFO1	Administration Support Services & Management	PI1. Number of communications prepared for bank updating and other cash transactions	Preparation, encoding and printing of communications and documents requested by clients	6 requests/ (communications to LBP for the closed accounts,etc.)	12 requests/ (communications to LBP for the closed accounts,etc.)	200%	5.00	5.00	5.00	5.00	
		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	6 monitoring report	7 monitoring report	117%	5.00	5.00	5.00	5.00	
CASH MFO2	Disbursement /Processing	PI1. Number of approved vouchers and payrolls acted within prescribed 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 checks, PACS, LDDAP and ACIC	600 checks; 150 entries of LDDAP-ADA; 3,000 entries of PACS	496 checks; 284 entries of LDDAP-ADA; 5,470 entries of PACS	167%	4.00	5.00	5.00	4.67	

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
CASH MFO3	Financial reports preparation	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	15 daily/weekly reports; 6 monthly reports	68%	5.00	5.00	5.00	5.00	
CASH MFO4	Collection Services	PI1. Number of official receipts issued for collection	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	Student Services	PI1. Number of students records of accounts maintained, validated and updated for college and high school students	Posting of payments to each students ledger	30 students record	31 students record	103%	5.00	5.00	5.00	5.00	
Total Over-all Rating				89.00	Comments and Recommendations for Development Purpose:						
Average Rating				4.94	Recommended for promotion. Attend skills development and management training for career advancement.						
Adjectival Rating				Outstanding							

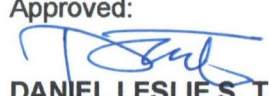
Evaluated and Rated by:

  
**QUEEN-EVERY Y. ATUPAN**  
Unit Head  
Date : \_\_\_\_\_

Recommending Approval:

  
**RYSAN C. GUINOCOR**  
OIC, ODAS  
Date: \_\_\_\_\_

Approved:

  
**DANIEL LESLIE S. TAN**  
VP for Admin. and Finance  
Date: \_\_\_\_\_

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





## 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. 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>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	4.83				

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: Valerie C. Valenzona

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:

  
QUEEN EVER Y. ATUPAN  
Unit Head

Conforme:

  
VALERIE C. VALENZONA  
Name of Ratee Faculty/Staff