

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF


Name of Administrative Staff: LEONARDA P. OTIDA

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
19. Numerical Rating per IPCR	4.90	4.90 x 70%	3.43
20. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	4.83 x 30%	1.45
TOTAL NUMERICAL RATING			4.88


TOTAL NUMERICAL RATING: 4.88
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.88

ADJECTIVAL RATING: OUTSTANDING

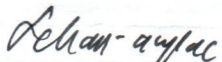
Prepared by:


LEONARDA P. OTIDA
Administrative AIDE III


Reviewed by:


ERLINDA S. ESGUERRA
Head, ACCOUNTING Office

Recommending Approval:


LOUELLA C. AMPAC
Director for Finance


Approved:


REMBERTO A. PATINDOL
Vice Pres. for Admin and Finance:


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LEONARDA P. OTIDA**, staff of the Accounting Office commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July 1 to December 31, 2019

Administrative
support services



LEONARDA P. OTIDA
Ratee

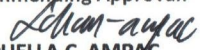
Approved: _____



ERLINDA S. ESGUERRA
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	July-Dec 2019	Percentage of Accomplishment	Details of Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
DISBURSEMENT/ PROCESSING SERVICES	No. of projects controlled error free	Control Project/Releases under NGAS(20201050)funded by DA-BAR, CHED, PCAARD, DENR, DOST & NEDA	40	118%	47	5	5	5	5.00	Contol Projects
		Prepares Journal monthly balances per projects	40	118%	47	5	5	4	4.67	Journalize
	No of financial documents	Obligates vouchers, payrolls, & PO's under NGAS Account	500	300%	1,500	5	5	5	5.00	Obligate docs.
		Earmarks PR's,Contract of services, under NGAS accounts	90	117%	105	5	5	4	4.67	Earmarks PR, & Appt
BOOKKEEPING SERVICES	No of financial documentsobligated/ liquidated error free	Encode the obligated voucher, payrolls, & PO's under NGAS Accounts	500	300%	1,500	5	5	5	5.00	Encoding
		Posting check no. to the obligated documents	500	130%	650	5	5	5	5.00	Posting
	Number of quarterly & terminal mfinanjcial project reports with supporting schedules prepared and submitted to funding agencies w/n the mandated time	Prepare Financial Report each project	20	130%	26	5	5	4	4.67	Prepare FR's
		Prepares schedule of recapitulated liquidations of each project	40	115%	46	5	5	5	5.00	Prepare liqd'n reports
		Prepares schedule of accounts payable for each project	40	115%	46	5	5	5	5.00	Prepare Unliquidated obligation
		Prepare liquidation report of accounts payable of the previous year of each projects	20	105%	21	5	5	4	4.67	Prepare liquid'n on previous report
		Prepare Terminal report as project requires	2	200%	4	5	5	5	5.00	Prepare Final FR

	Number of Innovations to improve university operation		1	100%	1	5	5	5	5.00	on process
	Number of best practices achieved		1	100%	1	5	5	5	5.00	on process
Administration Support Services & Management	Customer Friendly Service	Served clients with courtesy; immediate response to client needs and inquiries	100	100%	100	5	5	5	5.00	100% no complaint; Served clients with courtesy; immediate response to client needs and inquiries
Total Over-all Rating						70	70	66	68.7	
Average Rating (Total Over-all rating divided by #					4.90	Comments & Recommendations for Development Purpose: To attend training for updates on Acctg. System				
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING					4.90					
ADJECTIVAL RATING					Outstanding					

Received by:

ERLINDA S. ESGUERRA
Head Accounting Office
Date: _____

Recommending Approval:

LOUELLA C. AMPAC
Director for Finance
Date: 2/5/20

Approved:

REMBERTO A. PATINDOL
Vice Pres. For Admin and Finance
Date: _____

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

PERFORMANCE MONITORING FORM

Name of Employee: LEONARDA P. OTIDA

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	Control Project/Releases under NGAS(20201050)funded by DA-BAR, CHED, PCAARD, DENR, DOST & NEDA	Journals encoded & recorded	Start of Project	As soon as the complete documents submitted	1 day preparations	Very Impressive	Outstanding	
2	Prepares Journal monthly balances per projects	Prepared Monthly journal Balances	Monthly	End of Month	within a month	Impressive	Very Satisfactory	
3	Obligates vouchers, payrolls, & PO's under NGAS Account	Control & obligate vouchers, payrolls & PO,s	daily	1 day preparations of documents	within a day	Very Impressive	Outstanding	
4	Earmarks PR's, Contract of services, under NGAS accounts	Earmarks, PRs, Appts. Of salaries, Honorarium	daily	1 day preparations	within a day	Impressive	Very Satisfactory	
5	Encode the obligated voucher, payrolls, & PO's under NGAS Accounts	Encode the obligated vouchers, payrolls, PO's to BAOM	daily	1 day of preparations	within a day	Very Impressive	Outstanding	
6	Posting of check no. to the obligated documents	Posting of chks issued to individual obligation	Monthly	5 days after the reports posted &	2 days after	Impressive	Very Satisfactory	
7	Prepares schedule of recapitulalted liquidations of each project	Encode the paid obligated vouchers & payrolls for liquidation	Monthly	5 days preparations all funds	2 days after	Impressive	Very Satisfactory	
8	Prepares schedule of accounts payable for each project	Encode the obligated vouchers & payrolls for Accounts Payable	Monthly	5 days after preparations of necessary docs	2 days after	Impressive	Very Satisfactory	
9	Prepare Financial Report each project	Prepared Financial Reports by each projects	Quarterly, Semi-Annual, & Annually	5 days preparationm	3 days after	Impressive	Very Satisfactory	
10	Prepare liquidation report of accounts payable of the previous year of each projects	Prepared Financial Statements per project	Annually	5 days after preparations of necessary docs	3 days after	Impressive	Very Satisfactory	
11	Prepare Terminal report as project requires	Terminal	End of Project/extension	after reconcilliation	upon reconciled	Impressive	Very Satisfactory	

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

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

Prepared by:


ERLINDA S. ESGUERRA
 Head, Accounting Office

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1-Dec. 31, 2019

Name of Staff: **Leonarda P. Otida** Position: Administrative Aide III

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	5	4	3	2	1

improvement of his work accomplishment					
12 Willing to be trained and developed	5	4	3	2	1
Total Score					
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	58				
Average Score	4.83				

Overall recommendation : _____


ERLINDA S. ESGUERRA
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LEONARDA OTIDA
Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 1 Target Date: September 30,2019

First Step:
Training on financial management

Result: Improved Performance


Date: _____ Target Date: _____

Next Step:
Recommend for Promotion


Outcome: _____

Final Step/Recommendation:

Prepared by:


ERLINDA S. ESGUERRA
Unit Head

Conforme:


LEONARDA P. OTIDA
Name of Ratee Faculty/Staff