



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **LUCILYN L. TABROSA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.87	70%	3.41
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	148
TOTAL NUMERICAL RATING			4.89

TOTAL NUMERICAL RATING: 4.89

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.89

FINAL NUMERICAL RATING 4.89

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


LUCILYN L. TABROSA
Administrative Aide III

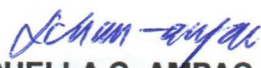
10/12/2020

Reviewed by:


ERLINDA S. ESGUERRA
Head, Accounting Office

10/12/2020

Recommending Approval:


LOUELLA C. AMPAC
Director, Finance and Management Office

10/12/2020

Approved:


REMBERTO A. PATINDOL
Vice President, Administration and Finance Office

10/13/2020

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LUCILYN L. TABROSA**, 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 **January 1 to June, 2020**.

Lucilyn
LUCILYN L. TABROSA
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
Esguerra
 Approved: **ERLINDA S. ESGUERRA**
 Head of Unit

MFO & PAP's	Success Indicators	Tasks Assigned	Jan-June 2020 Target	Percentage of Accomplishments	Details of Accomplishment	Rating				Remarks
						Q¹	E²	T³	A⁴	
Disbursement/ Processing Services	Number of cash advance. Reimbursements audited	Pre-audited and posted travel cash advances, reimbursements and liquidations.	1,300	138.46%	1,800	5	5	5	5.00	
	Number of demand letter sent out	Sent out demand letters for unliquidated travel cash advances, refundables and petty cash/supplies.	40	150.00%	60	5	5	4	4.67	
	Number of payrolls audited	Audited payroll for Regular, Casual and Job Order Employees	1,000	250.00%	2,500	5	5	5	5.00	
	Number of payments audited	Audited payments for lodging, telephone bills, department/center billings, caters/meals payments.	800	125.00%	1,000	5	5	5	5.00	
	Number of honorarium audited	Audited honorarium and overtime pay of VSU regular and casual employees.	30	166.67%	50	5	5	5	5.00	
Innovation and Best Practices Services or Continual Improvement and Management	Number of operations manuals prepared, developed and approved	Assists	1	50.00%	on process	4	4	4	4.00	
	Number of innovation for improved university operations	Assists	1	100.00%	1	5	5	5	5.00	use of ip messenger in informing departments for the returned documents with deficiencies
	Number of best practices achieved		1	100.00%	1	5	5	5	5.00	special lane for student claims
	Number of reminders via Internet Protocol (IP)		25	192.00%	48	5	5	5	5.00	

Administration Support Services & Management	Customer Friendly Service	Served clients with courtesy; immediate response to client needs and inquiries	100	100.00%	100	5	5	5	5.00	100% no complaint; Served clients with courtesy; immediate response to client needs and inquiries
Total Over-all Rating						49	49	48	48.67	
Average Rating (Total Over-all rating divided by # of entries)					4.87	Comments & Recommendations for Development Purpose: To attend training for updates on audit of expenses.				
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING					4.87					
ADJECTIVAL RATING					Outstanding					

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


Evaluated and Rated by:


ERLINDA S. ESGUERRA
 Head, Accounting Office
 Date: 10/12/2020

Recommending Approval:


LOUELLA C. AMPAC
 Director, Finance Office
 Date: 10/12/2020

Approved:


REMBERTO A. PATINDOL
 VP for Administration and Finance
 Date: 10/13/2020

PERFORMANCE MONITORING FORM

Name of Employee: **LUCILYN L. TABROSA**

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	Pre-audit and posted travel cash advances and reimbursements	Pre-audited and posted travel cash advances, reimbursements.	Daily	30 minutes after receipt	15 minutes after receipt	Impressive	Very Satisfactory	
2	Sent out demand letters for unliquidated travel cash advances and refundable amount for travel	Demand letters were sent for unliquidated CA and refundable amount	End of the month	30 days after travel	30 days after travel	Impressive	Very Satisfactory	
3	Pre-audit payroll for JO, regular, casual employees	Audited payroll for JO, regular, casual employees	Per Quincina	15 minutes after receipt	10 minutes after receipt	Very Impressive	Outstanding	
4	Pre-audit payment for lodging, telephone, department/center billings, cater/meals payments,	Pre-audited payment for lodging, telephone, department/center billings, cater/meals payments.	Weekly	15 minutes after receipt	10 minutes after receipt	Very Impressive	Outstanding	
5	Pre-audit honorarium and overtime pay of VSU regular and casual employees	Pre-audited honorarium and overtime pay of VSU regular and casual employees	Every end of the month	15 minutes after receipt	10 minutes after receipt	Very Impressive	Outstanding	

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

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

Prepared by:

Esguerra *4/12/2020*
ERLINDA S. ESGUERRA
 Head, Accounting Office



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January 1 – June 30, 2020**

Name of Staff: **LUCILYN L. TABROSA**

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 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. 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						
Average Score		4.92				

Overall recommendation : _____



ERLINDA S. ESGUERRA
 Head, Accounting Office

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **LUCILYN L TABROSA**

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 1 Target Date: October, 2020

First Step:

Training on financial management

Result

Improved performance

Date: _____ Target Date: _____

Next Step:

Recommend for Promotion

Outcome: _____

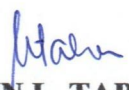
Final Step/Recommendation:

Prepared by:


ERLINDA S. ESGUERRA
Unit Head

10/12/2020

Conforme:


LUCILYN L. TABROSA
Name of Ratee Faculty/Staff

10/12/2020