



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **RAQUEL H. DOHILING**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.95	70%	3.47
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.88	30%	1.46
TOTAL NUMERICAL RATING			4.93

TOTAL NUMERICAL RATING: 4.93

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.93

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

RAQUEL H. DOHILING

Name of Staff

Approved:

DANIEL LESLIE S. TAN

Vice President for Administration and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **RAQUEL H. DOHILING**, Administrative Officer II of the Office of the Vice President for Admin. & Finance, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period of **JULY 1 to DECEMBER 31, 2022**.



RAQUEL H. DOHILING
Ratee

Approval:



DANIEL LESLIE S. TAN
Head of Unit

MFOs/PAPs	Success Indicators	Tasks Assigned	Accomplishment as of December 31, 2022		Percentage Accomplishment	Rating				REMARKS
			Target	Actual		Q1	E2	T3	A4	
ODAS/HRM GASS 4: Cashiering Services										
Disbursement/Processing	PI 1. Number of approved vouchers and payrolls acted within prescribed period and error free	Review and sign vouchers for payment and sign clearances as alternate signatory	150 approved payrolls and vouchers	455 approved payrolls and vouchers	303%	5	5	5	5.00	
	PI 2. Number of checks, LDDAP, ACIC and PAC'S issued and released within three days	Receive and sign checks as alternate signatory	500 checks, entries of LDDAP, entries of PACS	750 checks, entries of LDDAP, entries of PACS	150%	5	5	5	5.00	
Financial reports preparation	PI 1. 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	Review and sign daily/monthly financial reports as alternate signatory	50 daily/10 consolidated monthly reports of deposits and collections per fund	51 daily/10 consolidated monthly reports of deposits and collections per fund	102%	5	5	5	5.00	
UMFO 5: General Administration and SupportServices										
PI 1: Efficient Office Management	A1. Office Related Tasks	Prepares documents for RATA, Honoraria, reimbursements, liquidations, OIC letters, justifications and purchase requests (PPMP).	100%	100%	100%	5	5	5	5.00	
		Prepares and finalizes individual and office performance report within deadline	100%	100%	100%	5	5	4	4.67	
		Prepares official communications, drafts memoranda and circulars issued by OVPAF	100%	100%	100%	5	5	5	5.00	
		Promptly attends to queries/concerns of clients/end-users personally and over the phone	100%	100%	100%	5	5	5	5.00	
		Attends to meetings and orientations on various university activities (ISO, VSU Calibration Comm., Energy Conservation Comm., VSU Finance Committee, LSU-AdPA, OSH Comm., OVPAF Director's)	100%	100%	100%	5	5	5	5.00	
PI2. Involvement in major university committee	A2. Involvement as Secretariat	Prepares Notice of Meetings	100%	100%	100%	5	5	5	5.00	
		Prepares Attendance Sheets for the Meeting	100%	100%	100%	5	5	5	5.00	
		Prepares Minutes of Meetings	100%	100%	100%	5	5	4	4.67	

MFOs/PAPs	Success Indicators	Tasks Assigned	Accomplishment as of December 31, 2022		Percentage Accomplishme	Rating				REMARKS
						Q1	E2	T3	A4	
PI 4: Administrative and Support Services Management	Promptly attends to queries/concerns of clients	Acts on administrative services and financial/administrative documents within time frame.	100%	100%	100%	5	5	5	5.00	
		Attends to queries of clients	100% attended	100% attended	100%	5	5	5	5.00	
		Efficient & customer-friendly frontline service	Zero percent complaints	Zero percent complaints	100%	5	5	5	5.00	
Total Over-all Rating			69.33	Comments and Recommendations for Development Purpose:						
Average Rating			4.95	Attend trainings/seminar and do benchmarking pertaining to office management.						
Adjectival Rating			-							

Evaluated and Rated by:


DANIEL LESLIE S. TAN

Unit Head

Date: _____

Recommending Approval:


DANIEL LESLIE S. TAN

Chairman, Performance Management Team

Date: _____

Approved:


EDGARDO E. TULIN

President

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1 – December 31, 2022

Name of Staff: **RAQUEL H. DOHILING**


Position: **ADMINISTRATIVE OFFICER II**

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	24				
Average Score	4.88				
Overall recommendation	:				


DANIEL LESLIE S. TAN
 Vice President for Administration & Finance

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RAQUEL H. DOHILING
Performance Rating: July 1 – December 31, 2022

Aim:

To efficiently assist the Vice President in the implementation of the administrative and budgeting program of the university.

To maximize the productivity potential and efficient delivery of administrative services and provides accurate and relevant service to cater the needs of the clientele with utmost satisfaction.

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: Enhance and develop further her skills and knowledge on administrative management by coaching, mentoring and sending her to seminars/trainings related to her job.

Result: Improved work performance.

Date: _____ Target Date: _____


Next Step: Develop her skills on supervision and records management by mentoring, coaching and sending her to related seminars/trainings.

Outcome: Improved supervisory skills and performances.


Final Step/Recommendation:

Recommend to attend training on supervision.

Prepared by:


DANIEL LESLIE S. TAN
Unit Head

Conforme:


RAQUEL H. DOHILING
Name of Ratee Staff
