



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Queen-Ever Y. Atupan

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.97 | 70% | 3.479 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 5.00 | 30% | 1.500 |
| TOTAL NUMERICAL RATING | | | 4.98 |

TOTAL NUMERICAL RATING: 4.98
Add: Additional Approved Points, if any: 0
TOTAL NUMERICAL RATING: 4.98

FINAL NUMERICAL RATING 4.98

ADJECTIVAL RATING: Outstanding

Prepared by:
QUEEN-EVER Y. ATUPAN
Name of Staff

Reviewed by:
RYSAN C. GUINOCOR
Dean/Director

Approved:
DANIEL LESLIE S. TAN
Vice President for Admin. & Finance


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **QUEEN-EVER Y. ATUPAN**, Head of the **OFFICE OF THE CASHIER** 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, 2022**.


QUEEN-EVER Y. ATUPAN
 Ratee

Approval:


RYSAN C. GUINOCOR
 Director for Administrative Services

| No. | MFOs/PAPs | Success Indicators | Tasks Assigned | Target | Actual 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 | 5 | 5 | 5 | 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 | 5 | 5 | 5 | 5.00 | |
| | | PI. 3 Number of Reports submitted to COA | Prepare Monthly Accountability Report for checks. Review and sign all daily/weekly financial reports to be submitted to COA | 50 COA reports | 1531 COA Reports | 5 | 5 | 5 | 5.00 | |

| No. | MFOs/PAPs | Success Indicators | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | REMARKS |
|--|--|--|---|--|--|--------|----|----|------|---|
| | | | | | | Q1 | E2 | T3 | A4 | |
| | | PI. 5 Percentage updating of students' payment using Cumulus | Manage the updating and posting of payments from students. Coordinate with various colleges with regards to student account balances. | 100% monthly updating and posting of payments using the Cumulus System | 100% monthly updating and posting of payments using the Cumulus System | 5 | 5 | 5 | 5.00 | |
| | | PI. 7 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor | Monitor the filing of communications, evidences and reports for ISO audit purposes | 100% ISO compliant evidences readily available | 100% ISO compliant evidences readily available | 5 | 5 | 5 | 5.00 | |
| VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS | | | | | | | | | | |
| ODAS/HRM STO 3: | ARTA aligned frontline services | PI. 9 Efficient & customer friendly frontline service | Responsive and Facilitative to clients request | Zero percent complaint from clients served | 1 complaint from clients served | 4 | 5 | 5 | 4.67 | |
| VPAF STO4: INNOVATIONS & BEST PRACTICES | | | | | | | | | | |
| ODAS/HRM STO 4: | Innovations & new Best Practices Development Services | PI. 10. Number of new systems/innovations/proposals introduced and implemented | Prepared proposal and implemented the opening of new bank accounts for Ched/Unifast transactions. | 1 new system | 4 new system | 5 | 5 | 5 | 5.00 | 1. Operationalized Land Bank WeAccess system in Monitoring account balances for all commercial accounts. 2. Implemented two transaction cut-off in submitting PACs, ACIC, LDDAP and Check Payments to Land Bank to improve daily disbursement services. 3. Assigning three alternate regular staffs to assist in the collection services. 4. Implemented the new Pag-ibig Remittance payment through LDDAP-ADA for MDS Accounts. |

| No. | MFOs/PAPs | Success Indicators | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | REMARKS |
|---|-------------------------------------|--|---|---|---|--------|----|----|------|---------|
| | | | | | | Q1 | E2 | T3 | A4 | |
| UMFO6: General Administrative and Support Services (GASS) | | | | | | | | | | |
| VPAF GASS 1: Administrative and Support Services Management | | | | | | | | | | |
| ODAS/HRM GASS 1: | Administrative and Support Services | PI. 17 Number of administrative services and financial/ administrative documents acted within time frame | Review and sign requests,documents, clearances,readmission and request to open a new bank account with Landbank. | 400 requests/ administrative documents (clearances, readmission, opening of new accounts and transfer of payments to other bank accounts, etc.) | 637 requests/ administrative documents (transfer of payments to other bank accounts, etc.) | 5 | 5 | 5 | 5.00 | |
| | | PI. 18 No. of linkages with external agencies maintained | Miantain a good working relationship and linkage with Landbank, COA and other agencies | 8 Linkages (COA, BOT, LBP, Philhealth, GSIS, HDMF,Palawan Pawnshop, Cebuana Lhuillier) | 12 Linkages (COA, BOT, LBP, Philhealth, GSIS, HDMF,Palawan Pawnshop, Cebuana Lhuillier,PNB,ChED,Leyeco IV,etc.) | 5 | 5 | 5 | 5.00 | |
| | | PI. 20 No. of Man Com meetings attended and staff meetings presided and counselling sessions among staff conducted | Attend management meetings and trainings to develop and improve offered services. Preside monthly staff meeting and conduct coaching to staffs. | 6 Mancom meetings attended 6 staff meetings 6 coaching sessions conducted | 6 Mancom meetings 2 committee meetings 4 management meetings 6 staff meetings 6 coaching sessions conducted | 5 | 5 | 5 | 5.00 | |
| | | PI.21 Number of Management Reports prepared for Procurement, planning purposes and ISO audit evidence (OTP, WFP,OTP,etc) | Prepare OTP,WFP,ROAM,NEIPs,Strategic Plan, OTP,Strategic &OPCR Monitoring, SWOT, etc | 5 reports | 7 reports | 5 | 5 | 4 | 4.67 | |

| No. | MFOs/PAPs | Success Indicators | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | REMARKS |
|--------------------------------------|--|--|---|---|--|--------|----|----|------|---------|
| | | | | | | Q1 | E2 | T3 | A4 | |
| ODAS/HRM GASS 4: Cashiering Services | | | | | | | | | | |
| CASH MFO1 | Administration Support Services & Management | PI1. Number of communications prepared for bank updating and other cash transactions | Prepare communications and emails to BOT, COA, Landbank, G SIS, Globe and other service providers. | 100 communications | 200 communications | 5 | 5 | 5 | 5.00 | |
| | | PI2. Number of monthly monitoring of NCA utilization per expense accounts prepared and submitted to management for decision making | Prepare, monitor and review estimates for the monthly NCA balances and Utilization report submitted to management for decision making. | 6 monitoring reports | 8 monitoring reports | 5 | 5 | 5 | 5.00 | |
| CASH MFO2 | Disbursement /Processing | PI1. Number of approved vouchers and payrolls acted within prescribed period and error free | Review and sign vouchers and payrolls and facilitate the preparation of PACs and checks for payment. | 1,750 approved payrolls and vouchers | 8,468 approved and vouchers | 5 | 5 | 5 | 5.00 | |
| | | PI2. Number of checks, LDDAP, ACIC and PAC'S issued and released within three days | Review and sign checks, LDDAP, ACIC and PACs. Monitor and facilitate the order and request for additional check booklets for all funds. | 1,500 checks; 6,000 entries of PACS and LDDAP | 4,221 checks; 16,042 entries of PACS and LDDAP | 5 | 5 | 5 | 5.00 | |
| | | PI3. Number of Purchase Orders paid | Review Pos for payment | 300 Purchase Orders | 676 Purchase Orders | 5 | 5 | 5 | 5.00 | |
| | | PI4. Number of Cash advances and Petty Cash Fund Maintained/facilitated for University Cash Disbursements. | Review and sign petty cash replenishment and liquidation reports. | 4 cash advance/Petty Cash Funds | 7 cash advance/Petty Cash Funds replenished | 5 | 5 | 5 | 5.00 | |

[illegible]

| No. | MFOs/PAPs | Success Indicators | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | REMARKS |
|--|-----------|--------------------|---|--------|-----------------------|--------|----|----|----|---------|
| | | | | | | Q1 | E2 | T3 | A4 | |
| Average Rating (Total Over-all rating divided by 23) | | 4.97 | Comments & Recommendations for Development Purpose: Request CSC to conduct supervisory Development Course Track 2. | | | | | | | |
| Additional Points: | | | | | | | | | | |
| Punctuality | | | | | | | | | | |
| Approved additional points(with copy of approval) | | | | | | | | | | |
| FINAL RATING | | 4.97 | | | | | | | | |
| ADJECTIVAL RATING | | Outstanding | | | | | | | | |

Evaluated & Rated by:

Recommending Approval:

Approved by:


RYSAN C. GUINOCOR


RYSAN C. GUINOCOR


DANIEL LESLIE S. TAN

Director, Administrative Services

Director, Administrative Services

Vice President for Admin & Finance

Date: _____

Date: _____

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2022

Name of Staff: Queen-Ever Y. Atupan Position: Supervising Administrative Officer

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 | 60 | | | | |
| 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 | 25 | | | | |
| Average Score | 5.00 | | | | |

Overall recommendation : Request CSC to conduct Supervisory Development Course Track 2.


RYSAN C. GUINOCOR
Printed Name and Signature
Director for Admin. Services

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Queen-Ever Y. Atupan

Performance Rating: 4.97

Aim: To develop leadership competencies.

Proposed Interventions to Improve Performance:

Date: July 01, 2022 Target Date: September 30, 2022

First Step: Send her to attend Supervisory Development Course Track 2.

Result: Handle current Job Description (JD) well and is ready to higher JD.


Date: October 1, 2022 Target Date: December 31, 2022

Next Step: Mentor her on a higher position.

Outcome: Smooth transitioning and maintain excellent public service.

Final Step/Recommendation: Request CSC to conduct Supervisory Development Course Track 2.

Prepared by:


RYSAN C. GUINOCOR
Unit Head

Conforme:


QUEEN-EVER Y. ATUPAN
Name of Ratee Faculty/Staff