



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Ma. Melissa F. Mendoza


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.89	70%	3.423
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
TOTAL NUMERICAL RATING			4.90

TOTAL NUMERICAL RATING: 4.90
Add: Additional Approved Points, if any: 0
TOTAL NUMERICAL RATING: 4.90

FINAL NUMERICAL RATING 4.90

ADJECTIVAL RATING: Outstanding


Prepared by: 
MA. MELISSA F. MENDOZA
Name of Staff

Reviewed by: 
QUEEN-EVERY Y. ATUPAN
Department/Office Head

Recommending Approval:


LOURDES B. CANO

Approved:


REMBERTO A. PATINDOL
Vice President

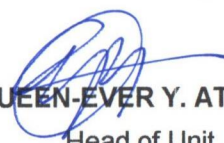
"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MA. MELISSA F. MENDOZA, an administrative staff of the CASH OFFICE 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, 2020.

Approval:


MA. MELISSA F. MENDOZA
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	100% of clients rated services as very satisfactory or higher	100%	4	5	5	4.67	
		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	5	5	5.00	
		PI. 4 Number of Reports submitted to COA	Submit reports of checks issued (soft and hard copies) as requested	20 COA reports	28	140%	5	5	5	5.00	

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
ODAS/HRM GASS 1:	Administrative and Support Services	PI. 17 Number of administrative services and financial/ administrative documents acted within time frame	Preparation, encoding and printing of communications and documents requested by clients	50 requests/ administrative documents (transfer of payments to other bank accounts, etc.)	50 requests/ administrative documents (transfer of payments to other bank accounts, etc.)	100%	5	5	5	5.00	
		PI. 18 No. of linkages with external agencies maintained	Maintain a good working relationship and linkage with Landbank, COA and other agencies	5 Linkages (COA, LBP, etc.)	7 Linkages (COA, BTR, LBP, Pag-ibig, Philhealth, GSIS, CHed, etc.)	140%	5	5	5	5.00	
ODAS/HRM GASS 4: Cashiering Services											
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	100 approved payrolls and 2,300 approved vouchers	2,506 approved payrolls and vouchers	101.81%	5	5	5	5.00	
		PI2. Number of checks, LDDAP, ACIC and PAC'S issued and released within three days	Preparation, encoding and printing of checks and PACS	1,000 entries of PACS	2,255 entries of PACS, 634 Checks	225.50%	5	5	4	4.67	
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 Report of Check Issued for Fund 164	90 daily/weekly reports 6 monthly reports	28 daily/weekly reports 6 monthly reports	31.11%	4	4.5	4.5	4.33	

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
Total Over-all Rating		58.67									
Average Rating (Total Over-all rating divided by 15)		4.89	Comments & Recommendations for Development Purpose: Attend skills development trainings and seminars for career growth and encouraged to maintain a healthy lifestyle for better health.								
Additional Points:											
Punctuality											
Approved additional points(with copy of approval)											
FINAL RATING		4.89									
ADJECTIVAL RATING		Outstanding									

Evaluated & Rated by:

Recommending Approval:

Approved by:


QUEEN-EVERY Y. ATUPAN

Dept./Unit Head

Date: _____


LOURDES B. CANO

Dean/Director

Date: _____


REMBERTO A. PATINDOL

Vice President for Admin & Finance

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2020

Name of Staff: Ma. Melissa F. Mendoza 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	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 : Attend skills development trainings and seminars for career growth and encouraged to maintain a healthy lifestyle for better health.


QUEEN-EVERY Y. ATUPAN
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ma. Melissa F. Mendoza
Performance Rating: 4.89

Aim: Update Check Disbursement Cash Books for fund 101 Trust, IGP Fund and other Funds.

Proposed Interventions to Improve Performance:

Date: July 1, 2020 Target Date: September 30, 2020

First Step: Encourage her to update Cash Books daily.

Result: Cash Books were updated daily.

Date: October 1, 2020 Target Date: December 31, 2020

Next Step: Teach her on how to input needed adjustments in the Cash Book and to reconcile balances with the Accounting Office Subsidiary Ledger.

Outcome: Cash Book balances were updated and reconciled with subsidiary ledgers.

Final Step/Recommendation:

Attend skills development trainings and seminars for career growth and encouraged to maintain a healthy lifestyle for better health.

Prepared by:


QUEEN-EVER Y. ATUPAN
Unit Head

Conforme:


MA. MELISSA F. MENDOZA
Name of Ratee Faculty/Staff