

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: MAY CLAIRE R. ABUNALES

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
17. Numerical Rating per IPCR	4.89	4.89x 70%	3.42
18. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	4.75 x 30%	1.42
<b>TOTAL NUMERICAL RATING</b>			<b>4.84</b>

TOTAL NUMERICAL RATING: 4.84  
 Add: Additional Approved Points, if any: 0.00  
 TOTAL NUMERICAL RATING: 4.84

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

  
 MAY CLAIRE R. ABUNALES  
 AA IV

Reviewed by:

  
 CORAZON U. NUEVO  
 Head, Cash Office

Recommending Approval:

  
REMBERTO A. PATINDOL  
 Chairman, PMT

Approved:

  
EDGARDO E. TULIN  
 President

I, **May Claire R. Abunales**, of the **Cash Division** 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, 2018**


  
MAY CLAIRE R. ABUNALES  
Ratee

Approved:   
CORAZON U. NUEVO  
Head of Unit


MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplish ment	Rating				Remarks
					Q	E	T	A	
ADMINISTRATION SUPPORT SERVICES & MANAGEMENT MFO 1	Customer Friendly Frontline Service	Responsive and facilitated clients request.	zero complaint	zero complaint	5	5	5	5	
	Number of external linkages for improved financial management developed/maintained	Requested Bank Statement to the depository bank for verification of fund releases from other agencies	10	12	5	5	4.5	4.83	
		Processed bond application for Bonded Officials to Bureau of Treasury	5	6	5	5	5	5.00	
		Prepared transmittal of checks to Manila Office	10	10	5	5	4.5	4.83	
DISBUSREMENT/ PROCESING MFO2	Percentage of funds disbursed with approved documents with customer satisfaction and error free	Delivered checks of VSU suppliers in Tacloban City	40	41	5	5	4.5	4.83	
FINANCIAL REPORTS PREPARATION MFO3	Number of monthly financial reports of all funds prepared, consolidated, approved and submitted to accounting office with complete supporting document within the prescribe time, error free.	Prepared Report of Summary List of Check Issued and Cancelled (SLCI) for General Fund (101)	6	6	5	5	4.5	4.83	
COLLECTION SERVICES MFO4	Percentage of collection receipted and promptly deposited on the following working day.	Received & receipted income of the university as a Special Collecting Officer	3,000	3,175	5	5	4.5	4.83	
		Receipted and recorded fund releases from other agencies.	20	43	5	5	4.5	4.83	
INNOVATION & BEST PRACTICES SERVICES MFO6	Number of best practices achieved.	Prioritized Senior Citizen/ PWD and Pregnant Women in paying school fees and other services.	100%	100%	5	5	5	5	
Total Over-all Rating									44

Average Rating (Total Over-all rating divided by 9)		4.89
Additional Points:		
Approved additional points(with copy of approval)		
FINAL RATING		4.89
ADJECTIVAL RATING		

Evaluated & Rated by:

  
CORAZON U. NUEVO  
Dept./Unit Head  
Date:

Recommending Approval:

  
LOUELLA C. AMPAC  
Director of Finance  
Date:

Approved by:

  
REMBERTO A. PATINDOL  
Vice President  
Date:

Comments & Recommendations for Development Purpose:  
Needs more training/seminar to be developed. She has the capacity to become a future leader.

# Annex O

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - Dec. 31, 2018  
 Name of Staff: MAY CLARE R. BUNNE Position: Adm. 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					
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>					
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	5	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	√7				
Average Score	4.75				

Overall recommendation : \_\_\_\_\_

  
 CORAZON U. NUEVO  
 Name of Head

## EXHIBIT I

**PERFORMANCE MONITORING FORM**

Name of Employee: MAY CLAIRE R. ABUNALES

Task No.	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Received & receipted university income of all funds	Daily	Within the day	Immediately upon presenting the request form	Impressive	O	
2	Prepared & generated SLCI	10 <sup>th</sup> of the following month	5 <sup>th</sup> day of the following month	3 <sup>rd</sup> day on the following month	Very impressive	O	
3	Followed-up releases from LBP	As need arises	As need arises	Immediately after request of the Project Leaders.	Impressive	VS	
4	Monitored & controlled releases of Fund transfer	Weekly	On the following day after received request	Immediately upon received notice/request.	impressive	VS	
5	Collected IGP income from the project site.	Daily	Within the day	Part of daily task per COA recommendation	Impressive	VS	



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MAY CLAIRE R. ABUNALES  
Performance Rating: \_\_\_\_\_

Signature: \_\_\_\_\_

Aim: Be more knowledgeable in Cash Management System

Proposed Interventions to Improve Performance:

Date: \_\_\_\_\_ Target Date: July - Sept. /18

First Step:

Monitoring & coaching about the process of Cash Management System

Result: Adapt & applying the system & can be helped on particularly process of collection.

Date: \_\_\_\_\_ Target Date: Oct. - Dec /18

Next Step:

And how to Training / seminars

Outcome: More responsible & very impressive performance

Final Step/Recommendation:

Demerit for a promotion.

Prepared by:

CORAZON U. NUEVO  
Unit Head

Conforme:

MAY CLAIRE R. ABUNALES  
Name of Ratee