



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: Fe C. Calunangan

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.86	70%	3.402
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
<b>TOTAL NUMERICAL RATING</b>			<b>4.88</b>

TOTAL NUMERICAL RATING: 4.88  
Add: Additional Approved Points, if any: 0  
TOTAL NUMERICAL RATING: 4.88

FINAL NUMERICAL RATING 4.88

ADJECTIVAL RATING: Outstanding

Prepared by:  
Fe C. Calunangan  
Name of Staff

Reviewed by:  
Queen Everyl. Atupan  
Department/Office Head

Recommending Approval:

Lourdes B. Cano  
Dean/Director

Approved:

Remberto A. Patindol  
Vice President

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, **FE C. CALUNANGAN**, Admin. Aide IV of **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, 2020**.

  
**FE C. CALUNANGAN**  
Ratee

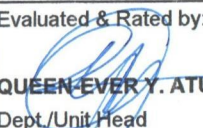


Approval:

  
**QUEEN-EVERY ATUPAN**  
Head of Unit

No.	MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishme	Percentage Accomplish	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	Accomodated various requests and inquiries from clients	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	Contribute in the Review & Revision of quality procedures & citizen's quarter for Collection and Report	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	Prepared & submit soft copy Report of Collection for all funds to COA	120 Reports	142 reports	118%	5	5	5	5.00	
		PI.7 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor	File & keep records of Report of Collection as ISO evidence ready for audit	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	100%	5	5	5	5.00	

No.	MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishme	Percentage Accomplish	Rating				REMARKS
							Q1	E2	T3	A4	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS											
ODAS/HRM STO 3:	ARTA aligned frontline services	PI. 9 Efficient & customer friendly frontline service	Responsive & facilitative to client's requests	Zero percent complaint from clients served	Zero percent complaint from clients served	100%	4	5	5	4.67	
responsive											
ODAS/HRM STO 4:	Innovations & new Best Practices Development Services	PI. 10. Number of new systems/innovations/proposals introduced and implemented	Draft & prepare work instruction in preparing the report of collection for all funds	1 work instruction	1 work instruction	100%	5	5	5	5.00	
		PI.15 Number of draft Operations Manual and revised existing manual prepared	Participate and contribute inputs in the drafting of the cash office operations manual	1 operations manual for cash office	1 operations manual for cash office (draft)	100%	4	4	5	4.33	
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	Prepare and print Special Report of Collection when requested. Facilitate requests of duplicate copy of Official Receipts	20 requests/administrative documents (clearances, readmission, open bank accounts,etc.)	29 requests accomodated	145%2	5	5	5	5.00	



No.	MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishme	Percentage Accomplish	Rating				REMARKS
							Q1	E2	T3	A4	
		PI. 18 No. of linkages with external agencies maintained	Maintain a good working relationship and linkage with COA and Landbank	2 Linkages	2 linkages	100%	5	5	5	5.00	
ODAS/HRM GASS 4: Cashiering Services											
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.	Prepare daily/monthly report of collections for all funds	90 daily report 3 reports monthly	142 reports	128%	5	5	4	4.67	
CASH MFO4	Collection Services	PI1. Number of official receipts issued for collection	Review OR's and deposit slips for input in the report of collection & attach OR's & deposit slips as	2,500 Number of Official Receipts of all funds	6,463 official receipts	258%	5	5	5	5.00	
		PI1. Number of deposits of daily collection following COA rules to be deposited intact on the following working day.	Review daily deposit slips as attachment to the report of collection	360 deposits	2,007 deposit slips	557.50%	5	5	5	5	
Total Over-all Rating			58.34	Comments and Recommendations for Development Purpose:							
Average Rating			4.86	Attend skills development training and seminars for career growth and maintain a healthy lifestyle for better health.							
Adjectival Rating			Outstanding								
Evaluated & Rated by:			Recommending Approval:		Approved:						
 <b>QUEEN-EVERY Y. ATUPAN</b> Dept./Unit Head Date : _____			 <b>LOURDES B. CANO</b> Director for Administration Date: _____		 <b>REMBERTO A. PATINDOL</b> Vice President Date: _____						



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2020

Name of Staff: Fe C. Calunangan 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

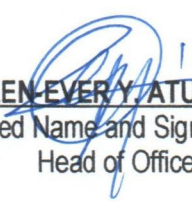
A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits 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>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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 training and seminars for career growth and maintain a healthy lifestyle for better health.

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

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Fe C. Calunangan

Performance Rating: 4.86

Aim: Improved performance in the preparation of Report of Daily Collection and Deposit for all funds.

Proposed Interventions to Improve Performance:

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

First Step: Teach her in computing the breakdown of collection from CHED/UNIFAST to facilitate faster preparation of report.

Result: Report of Daily Collections and Deposits were submitted on or before deadlines.

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

Next Step: Constant monitoring of report preparation even during her Work from Home schedule.

Outcome: Report of Collections and Deposits were submitted on or before deadlines despite some work interruptions connected to this pandemic.

Final Step/Recommendation:

Attend skills development training and seminars for career growth and maintain a healthy lifestyle for better health.

Prepared by:

  
QUEEN-EVERY Y. ATUPAN  
Unit Head

Conforme:

  
FE C. CALUNANGAN  
Name of Ratee Faculty/Staff