

Exhibit P**FINAL INDIVIDUAL RATING FORM FOR ADMINISTRATIVE STAFF**Rating Period: January to June 2019Name of Administrative Staff: ATUPAN, QUEEN-EVER Y.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.96	70%	3.472
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.5
TOTAL NUMERICAL RATING			4.97

TOTAL NUMERICAL RATING:

4.97

Add: Additional Approved Points, if any:

0

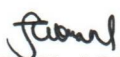
TOTAL NUMERICAL RATING:

4.97

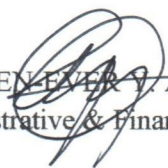
ADJECTIVAL RATING:

Outstanding


Prepared by:


FLORABEL V. ABRAHAN
Clerk

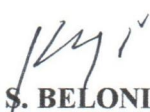
Reviewed by:


QUEEN-EVER Y. ATUPAN
Head, Administrative & Finance Services Office

Recommending Approval:


LUZVIMINDA A. TAJOS, Ph.D.
Dean

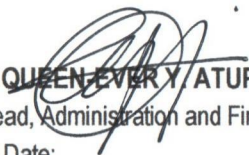
Approved:



BEATRIZ S. BELONIAS, Ph.D.
VP for Instruction

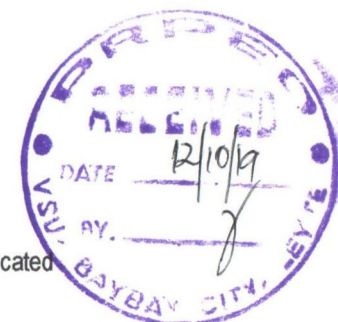
Visayas State University - Isabel
Isabel Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, QUEEN-EVER Y. ATUPAN, Head, Administration and Finance Services 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 January to June, 2019.


QUEEN-EVER Y. ATUPAN
Accountant - I/Head, Administration and Finance Services Office
Date: _____


LUZVIMINDA A. TAJOS
College Dean
Date: _____



MFO No.	MFO Description	Success Indicator (SI)		Task Assigned	Target		Rating				Remark
						Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
UMFO 5. Support to Operations (STO)											
MFO 1. Faculty Development Services											
	PI 1: Number of faculty pursuing MS studies facilitated and assisted			Facilitate the approval of faculty applications to study	2	10	5	5	5	5	
	PI 2: Number of contracts of scholarship/fellowship grant of faculty pursuing MS and Doctoral degree Prepared, facilitated and reviewed			Prepared/Facilitated Contract of fellowship/scholarship grant of Faculty pursuing MS and Doctorate degree.	2	4	5	5	5	5	
UMFO 6. General Administration and Support Services (GASS)											
MFO 1. Administrative & Support Services Management											
	PI 1: Number of offices handled, number of offices supervised, monitored and coordinated and number of personnel directly supervised.			100% supervised, monitored and coordinated	3 offices handled 7 offices supervised & 8 personnel directly supervised	3 offices handled 7 offices supervised & 11 personnel directly supervised	5	5	5	5	
	PI 2: Number of meetings conducted/presided either by units or all Administrative and Finance Offices.			Conducted/Presided and attended meetings by unit or all Admin Offices	3 meetings presided 5 meetings attended	4 meetings presided 10 meetings attended	5	5	5	5	

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
	PI 3: Number of management meetings attend.		Attended CADCO meeting and other management meetings	5 meetings attended	10 meetings attended	5	5	5	5	
	PI 4: Number of DTR Checked and Signed		DTR Checked and Signed	100	140	5	5	5	5	
	PI 5: Number of contracts of services and MOU issued/facilitated to temporary cultivators and other individuals, personnel and contractors		Reviewed and signed contracts and MOUs	2	4	5	5	5	5	
	PI 6: Number of Activities/Programs planned, coordinated and facilitated		Planned, coordinated and facilitated activities and programs of the college	2	3	5	5	5	5	
	PI 7: Number of documents prepared and managed upon receipt of the request		Prepared, facilitated & Released or filed office documents	50	100	5	5	5	5	
	PI 8: Number of Applicants Interviewed		Presided the interview as NAPB Chair	10	50	5	5	5	5	
	PI 9: Number of transactions complied in the GSIS AAO Certifications earlier than the prescribed period		Confirm loans and ARA submitted	20 transactions	40	5	5	5	5	
	PI 10: %age of OPCR/IPCR received, reviewed and recorded w/in the period		Reviewed OPCR and IPCR of offices and personnel under AFSO	100%	100%	5	5	5	5	
	PI 10: Number of OPCR/IPCR prepared and submitted w/in the period		Prepared IPCR and OPCR for AFSO	2	2	5	4	5	4.67	
	PI 11: Number of Office memos, letters, certifications and endorsements drafted on Administrative matters		Drafted, reviewed and finalized memos, letters and certifications	5	10	5	5	5	5	
	PI 12: Number of documents certified as to its authenticity and validity		Certified and released documents	100	150	5	5	5	5	
	PI 13: Number of office equipment maintained per week		Maintained the good condition of office equipment	20	20	5	4	5	4.67	
	PI 14: Number of college committees chaired and coordinated		Chaired and coordinated various committees	5	6	5	5	5	5	

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
	PI 15: Number of frontline administrative services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously		monitored and supervised frontliners assigned in all administrative and finance offices	8	10	5	5	5	5	
	PL 16: Number of college faculty and personnel oriented with new issuances policies and procedures issued by BIR, GSIS, DBM & COA.		Oriented the office heads, CADCO members and other personnel with new issuances and procedures of BIR, GSIS, DBM and COA.	10	60	5	5	5	5	
MFO 2. Frontline Services										
	PI 1. Efficient and customer-frienly frontline service		Served and accommodated clients.	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5	
	PI 2: Best practices/new initiatives implemented		observed no noon break	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5	
MFO 3. Human Resource Management and Development										
	PI 1. %age of the staff recommended to attend seminars, trainings and workshops within 6 months.		Recommended, Facilitated and signed travel requests	10%	20%	5	5	5	5	
	PI 2: Number of Seminars/workshops conducted/facilitated		Conducted/Facilitated seminars and workshops	1	2	5	5	5	5	
	PI 3: Number of monetization and other benefits prepared and processed		Recommend personnel benefits for approval	3	4	5	5	5	5	
	PI 4: Number of JO and Casual Plantilla signed and approved by higher authorities within the period		Reviewed and recommended JO and Casual Plantilla	20	43	5	5	5	5	
	PI 5: Number of new administrative positions proposed		Prepared and proposed new items for Admin Position	10	100	5	5	5	5	
	PI 6: Number of HR Reports prepared signed and approved by higher authorities within the period		Prepare and review various HR Reports.	6	20	5	5	5	5	
	PI 7: Number of newly hired faculty and staff facilitated/screened and approved		Conduct selection and hiring process and prepared various documents needed.	1	10	5	5	5	5	

MFO No.	MFO Description	Success Indicator (SI)		Task Assigned	Target	Actual Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 4. Finance Services and Management (Accounting Office)											
	PI 1: Percentage of actual utilization of budget inclusive of income to total operating budget			Monitored actual utilization of budget and cash availability	45%	77%	5	5	5	5	
	PI 2: Number of financial statements, documents and reports prepared, reviewed, signed and submitted to COA, CHED, DBM and other agencies within mandated time			a. Reviewed and signed Check Disb Journals, Cash Disbursement Journal, Cash Receipts Journal, Consolidated Journals, General Journal and Trial Balance for all funds.	48	60	5	5	5	5	
				b. Prepared General Journal	6	12	5	5	5	5	
				c. Prepared Trial Balance for all funds	4	8	5	5	5	5	
				d. Prepared and reviewed Liquidation Reports, Schedule of Depreciation and Schedule of Cash Advance from Employees.	6	10	5	5	5	5	
				e. Reviewed FAR Reports and Statement of Actual Obligation and Balances.	6	6	5	4	5	4.67	
				f. Prepared and Reviewed Budget Proposal for DBM and Use of Income (Consolidated).	1	1	5	4	5	4.67	
				g. Prepared Annual Budgetary Allocation by Dept/Offices and units.	10	15	5	5	5	5	
	PI 3: Number of college proposed project prepared and approved			Prepared and presented proposed project to the VSU Budget hearing for approval	1	3	5	5	5	5	
	PI 4: Number of college Report of Ageing Cash Advances submitted within the time			Reviewed Report of Ageing Cash Advances	2	2	5	4	5	4.67	
	PI 5: Number of documents/transactions reviewed, evaluated, posted and signed:			a. pre-audited vouchers and complete supporting documents	500	1000	5	5	5	5	
				b. Submitted all documents and reports to COA	500	1000	5	5	5	5	
				c. Various Reports submitted by other offices (RSMI, RC, RCI,RCD, Budget proposals and Various Budget Reports of Different offices, Liquidation Reports and Reports of Accountability)	15	20	5	5	5	5	

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
			d.Posting of transactions to General Ledger and Subsidiary Ledgers updated every month.	100	200	5	5	5	5	
MFO 5. Construction & Maintenance of Buildings and Other Physical Facilities and General Services										
	PL 1: Percentage of Buildings, Classrooms, Facilities and apparatus/equipment maintained.		Facilitate and monitor repairs and maintainance of buildings, facilities, laboratories and equipment of the college.	100%	100%	5	5	5	5	
	PL 2: Number of Buildings, Classrooms, Facilities and other structures constructed, repaired and maintained.		Facilitate and monitor contruction and repairs & maintainance of buildings, facilities, laboratories and other structure of the college.	10	10	5	4	5	4.67	
	PL 3: Number of equipment installed, repaired and maintained.		Facilitate and monitor installation of newly purchased equipment and repairs & maintainance of equipment and other property of the college.	10	20	5	5	5	5	
	PL 4: Percentage of repairs and maintenance of plumbing and electrical lines/facilities facilitated & coordinated		Facilitated and coordinated repairs and maintenance of plumbing and electrical lines/facilities. Signed request for repairs.	100%	100%	5	5	5	5	
	PL 5: Percentage of repairs and maintenance of motor vehicles facilitated, monitored and coordinated		Facilitated, monitored and coordinated repairs and maintenance of motor vehicles. Signed request for repairs.	100%	100%	5	5	5	5	
	PL 6: Maintained surroundings as to cleanliness, beauty and environment friendly atmosphere.		Coordinated, facilitated, supervised and monitored JO workers assigned to maintain the cleanliness and beauty of the college lawns and surroundings.	100%	100%	5	5	5	5	
MFO 6. Health Services										
	PL 1: Number of conducted sanitary inspection of buidings, offices,cottages and school premises by the School Nurse		Coordinate and facilitate requests of the school nurse in the conduct of sanitary inspection of buildings, offices, cottages and school premises	10	15	5	5	5	5	
	PL 2: Number of students given medical assistance, checked and advised by the school nurse.		Reviewed and signed purchase request of medicines and medical equipment needed in the clinic.	3	5	5	5	5	5	
MFO 7. Security Services and Management										

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
	PL 1: Number of meetings conducted to all security guards and watchmen		meetings presided	2	2	5	5	4	4.67	
	PL 2: Number of times the security logbook is checked		Checked security logbook	twice a month	twice a month	5	5	5	5	
	PL 3: Number of monthly Security Guard Shifting schedule recommended and facilitated for approval of the Dean		Recommended and signed shifting schedule of guards	6	6	5	5	5	5	
	PL 4: Implemented new strategy and safety measures		Facilitated and coordinated new strategies for safety purposes.	1	1	5	5	5	5	
Total Over-all Rating									267.69	
Average Rating									4.96	
Adjectival Rating						OUTSTANDING				

Evaluated and Rated by:

LUZVIMINDA A. TAJOS

College Dean

Date: _____

Recommending Approval:

LUZVIMINDA A. TAJOS

College Dean

Date: _____

Approved:

BEATRIZ S. BELONIAS, PhD

Vice President for Instruction

Date: _____

Comments & Recommendations for Development Purpose:

She is highly dependable and is recommended for promotion in rank and salary.

Exhibit O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2019

Name of Staff: Atupan, Queen-ever Y.

Position: Administrative Officer 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.

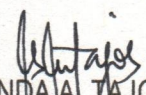
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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-routinary 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 routinary 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. 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 over all 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 over all 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	85				
Average Score	5.0				

Overall recommendation

: She is highly dependable and is recommended for promotion in rank and salary.


LUZVIMINDA A. TAJOS, Ph.D.
 Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: QUEEN-EVER Y. ATUPAN
Performance Rating: 4.97

Aim: Improve performance in managing the Administrative and Finance concerns of the college

Proposed Interventions to Improve Performance:

Date: January 1, 2019 Target Date: March 31, 2019

First Step:
Send her to various management seminars and trainings to improve capacity in
managing and addressing various administrative and finance problems and concerns.

Result:
Administrative and Finance concerns of the college were properly managed and addressed.

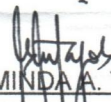
Date: March 1, 2019 Target Date: June 30, 2019

Next Step:
I work hand in hand with her in addressing various administrative and finance concerns of the
college.

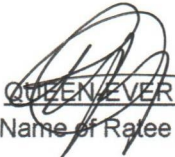
Outcome: Various proposed project/budget were approved for inclusion in CY2020 budget.
Problems regarding the lacking documents needed in the processing of terminal leave pay
of retirees were being solved.

Final Step/Recommendation:
She is highly dependable and is recommended for promotion in rank and salary.

Prepared by:


LUZVIMINDA A. TAJOS
Unit Head

Conforme:


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