



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **JENNIFER G. TINAJA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.73	70%	3.31
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.74

TOTAL NUMERICAL RATING: 4.74
Add: Additional Approved Points, if any: 4.74
TOTAL NUMERICAL RATING: 4.74


FINAL NUMERICAL RATING

ADJECTIVAL RATING: **Outstanding**


Prepared by:


JENNIFER G. TINAJA
Admin. Aide III

Reviewed by:


NICK FREDDY R. BELLO
OIC-Head, Accounting Office

Recommending Approval:


LOUELLA C. AMPAC
Director, Financial Management Office


Approved:


DANIEL LESLIE S. TAN
Vice President for Administration and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JENNIFER G. TINAJA**, staff of the Accounting Office commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January 1 to June 30, 2023.**


JENNIFER G. TINAJA
Ratee

Approval: 
NICK FREDDY R. BELLO
Head of Unit

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory

NO.	MFO & PAPs	Success Indicators	Task Assigned	Jan-June 2023 Target	Percentage of Accomplish ments	Details of Accomplishme nt	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
Acctg MFO 1	Administration Support Services & Management	Customer Friendly Frontline Service	Served clients with courtesy; immediate response to client needs and inquiries	100%	100%	100%	5	5	5	5	clients are well-served
Acctg MFO 4	Student Assessment Services	Number of students records of accounts maintained, validated and updated for Graduate, Tertiary and high school students	Compute, adjust and unlock students accounts in the cumulus system	7100 continuing students,	100%	8000 students	4	4	4	5	
			Printed, Issue and Validate Temporary Clearance/ Exam Permit	3500 continuing Graduates and College students	100%	3500 temporary clearances	5	4	5	4.667	all temporary clearances fully printed and issued
			Generate and Update Assessment and Payments per semester	7100 continuing Graduates and College students	100%	8000 students	5	5	5	5	Assessment per semester has fully made
			Prepare and Record Statement of Account	400 High School Students	100%	400 students	5	5	5	5	continual updating of payments
			Monitor and maintain payments and unpaid accounts	7000 continuing students/ 5,000 old account	100%	7000 continuing students/ 5,000 old account	4	4	4	4	continual monitoring of payments and unpaid accounts

		Number of quarterly Reports of Accounts Receivable, Monthly Report of Collection (per School Year) and Breakdown of Assessment per Semester prepared.	Generate and prepares quarterly report of Account Receivable and monthly report of collection (per school year and semester)	45 reports of accounts by semester	100%	52 reports of accounts	4	4	5	4.333	all reports have fully submitted
		Number of administrative services and financial/ administrative documents acted within time frame	countersign clearance/Readmission ; and print statement of accounts and certification of fees as requested	2000 request documents	100%	2000 request documents	5	5	5	5	all documents requested have fully accomplished
			Prepare billing statement for scholarship	100 scholars	100%	150 scholars	5	5	5	5	all scholars were fully paid
		Number of monthly Report of In-bank collection prepared	Verifies and prepares monthly report of In-bank collection	3 reports of collection	100%	6 reports of collection	5	4	4	4.333	all reports submitted
							47	45	47	47.33	

Total Over-all Rating		4.73
Average Rating (Total Over-all rating divided by # of entries)		4.73
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.73
ADJECTIVAL RATING	Outstanding	

Comments & Recommendations for Development Purpose:
attend relevant training

Evaluated and Rated by:


NICK FREDDY R. BELLO

OIC-Head, Accounting Office

Date: _____

1 - quality

2 - efficiency

Recommending Approval:


LOUELLA C. AMPAC

Director, Financial Management Office

Date: _____

3 - timeliness

4 - average

Approved:


DANIEL LESLIE S. TAN

Vice Pres. for Admin and Finance

Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan. 1-June 30, 2023

Name of Staff: **JENNIFER G. TINAJA**

Position: Admin. 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		57				

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		N/A				
Average Score		4.75				

Overall recommendation : _____


NICK FREDDY R. BELLO
 OIC-Head, Accounting Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JENNIFER G. TINAJA**

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January Target Date: June 2023

First Step:

Training on financial management and other accounting functions

Result:

Improved performance

Date: _____ Target Date: _____

Next Step:

Recommend for Promotion

Outcome: _____

Final Step/Recommendation:

Prepared by:



NICK FREDDY R. BELLO
Immediate Supervisor

Conforme:



JENNIFER G. TINAJA
Name of Ratee Faculty/Staff