



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **GINA A. LORETO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.64	70%	3.248
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.425
TOTAL NUMERICAL RATING			4.673

TOTAL NUMERICAL RATING: **4.673**

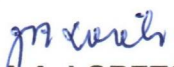
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.673**


FINAL NUMERICAL RATING **4.673**

ADJECTIVAL RATING: **Outstanding**

Prepared by:


GINA A. LORETO
Admin. Aide IV

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, **GINA A. LORETO**, 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 **July to December, 2021**.

Administrative
support services

GINA A. LORETO
Ratee

Approved:

NICK FREDDY R. BELLO
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	July-Dec. 2021	Percentage of Accomplishme nts of December,	Details of Accomplish ment	Rating				Remarks
			Target			Q ¹	E ²	T ³	A ⁴	
DISBURSEMENT/ PROCESSING SERVICES	Number. of projects controlled error free	Control Project/Releases under NGAS (20201050) funded by DA- BAR, CHED, PCARRD, DENR , DOST & NEDA	40	110%	44	5.00	5.00	4.00	4.67	Controlled 44 projects
		Prepares Journal monthly balance per projects	40	110%	44	5.00	4.00	4.00	4.33	Monitored 44 projects
	Number of financial documents	Obligates vouchers, payrolls, & PO's under NGAS accounts	600	100%	600	5.00	5.00	5.00	5.00	Obligated 600 financial docs.
		Earmarks PR's, Contracts, Appointments under NGAS accounts	90	111%	100	5.00	5.00	5.00	5.00	Earmarks 100 documents
	Number of financial documents obligated/liquidated error free	Encode the obligated voucher, payrolls & PO's , under NGAS accounts	600	108%	650	5.00	5.00	4.00	4.67	Encoded 650 financial docs
		Post check number to the obligated documents	500	130%	650	5.00	5.00	5.00	5.00	Posted 650 financial docs.
BOOKKEEPING SERVICES	Number of quarterly and terminal financial project reports with supporting schedules prepared and submitted to funding agencies within the mandated time	Prepare Financial Report of each project	80	188%	150	4.00	4.00	4.00	4.00	Prepare 150 reports
		Prepares schedule of recapitulated liquidations of each projects	80	110%	88	5.00	4.00	4.00	4.33	Prepare 88 schedules
		Prepares schedule of accounts payable for each projects	80	110%	88	5.00	4.00	4.00	4.33	Prepare 88 schedules
		Prepares liquidation report of accounts payable of the previous year of each projects	20	200%	40	5.00	4.00	4.00	4.33	Prepare 40 schedules
Innovation & Best Practices Services or Continual &	Number of Innovations for improved university operations	Process immediately the financial documents as long as fund is available	1	100%	1	5.00	5.00	5.00	5.00	

Improvement & Management Services	Number of best practices achieved	Liquidate the financial documents	1	100%	1	5.00	5.00	5.00	5.00	
Total Over-all Rating						59.00	55.00	53.00	55.67	
Average Rating (Total Over-all rating)					4.64	Comments & Recommendations for Development Purpose: Learn more excel shortcuts for more efficient work.				
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING					4.64					
ADJECTIVAL RATING					Outstanding					

Evaluated and Rated by:



NICK FREDDY R. BELLO

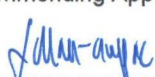
OIC-Head, Accounting Office

Date: _____

1 - quality

2 - efficiency

Recommending Approval:



LOUELLA C. AMPAC

Director, Financial Management Office

Date: _____

3 - timeliness

4 - average



DANIEL LESLIE S. TAN

Vice Pres. for Admin and Finance

Date: _____

PERFORMANCE MONITORING FORM


Name of Employee: GINA A. LORETO

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all Assessment of Output**	Remarks/Recommendation
1	Controls project released under NGAS (20201050) funded by DA-BAR, CHED, PCAARRD, DOST & NEDA	Journals encoded & recorded	Start of Project	As soon as all of the required documents are submitted	within a day	Very Impressive	Outstanding	
2	Obligates vouchers, payrolls and PO's under NGAS accounts	Posted transactions to each project Journals	Daily	1 day after received from processing	within a day	Very Impressive	Outstanding	
3	Earmarks PR's, contracts, appointments under NGAS accounts	Assigned number and recorded to each projects journal	Daily	15 minutes	within a day	Very Impressive	Outstanding	
4	Prepares journal monthly balance per projects	Prepared monthly balance of LIB's of each projects	Monthly	2 days preparations per projects	2 days after	Impressive	Very Satisfactory	
5	Encodes obligated vouchers, payrolls and PO'S under NGAS accounts to BAOM	Posted transactions to BAOM	Daily	1 day preparation	1 day after	Impressive	Outstanding	
6	Posts check number to the obligated documents	Posted to Journal per projects	Monthly	1 day preparation per projects	within a day	Impressive	Very Satisfactory	
7	Prepares schedule of recapitulated liquidations and accounts payable of each projects	Prepared Schedules of Check Issued and Accounts Payable	Quarterly	2 days preparation per projects	2 days after	Impressive	Outstanding	
8	Prepares financial report of each projects	Prepared quarterly Financial Reports	Quarterly	3 days preparations per projects	2 days after	Impressive	Outstanding	
9	Prepares liquidation report of accounts payable of the previous year of each projects	Prepared Liquidation of AP of previous year and Financial Reports	Annually	2 days preparation per projects	2 days after	Impressive	Outstanding	
10	Prepares terminal report for projects completed and prepare voucher of refund if there's any	Prepared Terminal Report per project	End of Project	2 days preparation per projects	2 days after	Impressive	Outstanding	

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


NICK FREDDY R. BELLO
 OIC-Head, Accounting Office



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January 1 – June 30, 2021**

Name of Staff: **GINA A. LORETO**

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		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, Office of the Head of Accounting

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **GINA A. LORETO**

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: July 1 Target Date: December, 2021

First Step:

Training on financial management

Result: Improved Performance

Date: _____ Target Date: _____


Next Step:

Recommend for Promotion

Outcome: _____

Final Step/Recommendation:

Prepared by:


NICK FREDDY R. BELLO
Unit Head

Conforme:


GINA A. LORETO
Name of Ratee Faculty/Staff