



**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	4.88	70%	3.416
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
<b>TOTAL NUMERICAL RATING</b>			<b>4.89</b>

TOTAL NUMERICAL RATING: 4.89  
Add: Additional Approved Points, if any: 0  
TOTAL NUMERICAL RATING: 4.89

FINAL NUMERICAL RATING 4.89

ADJECTIVAL RATING: Outstanding

Prepared by:  
FE C. CALUNANGAN  
Name of Staff

Reviewed by:  
QUEEN EVER Y. ATUPAN  
Department/Office Head

Recommending Approval:  
LOUELLA C. AMPAC  
Dean/Director

Approved:  
REMBERTO A. PATINDOL  
Vice President

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

"Exhibit B"

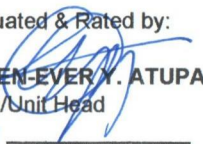
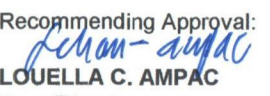
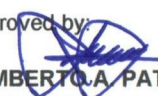
I, Fe C. Calunangan, of the Cash Division commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of January 1, 2020 to June 30, 2020.

  
**FE C. CALUNANGAN**  
 Ratee

Approved by:

  
**QUEEN-EVERY Y. ATUPAN**  
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage of Actual Accomplish	Rating				Remarks
						Q	E	T	A	
<b>MFO1 ADMINISTRATION SUPPORT SERVICES &amp; MANAGEMENT</b>	Customer Friendly Frontline Services	Responsive and facilitated clients request.	zero complaint	zero complaint	100%	5	5	5	5.00	
<b>MFO3 FINANCIAL REPORT PREPARATION</b>	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 Daily Collections of Fund 164 (STF)	80	132	165%	5	5	5	5.00	
		Encoded the daily income for 101 Refund, VSU Hospital, PCC, Senior High School, Fund 161 and 101 TRUST.	490	792	161%	5	5	5	5.00	
		Segregated, consolidated & bounded official receipts, attached validated deposit slips with corresponding report.	9,400	11,110	118.00%	5	5	4	4.67	
		Retrieved duplicate copies of official receipts as requested by the students.	32	78	243%	5	5	5	5.00	
		Prepared Report of Monthly Collection of documentary stamps.	6	6	100%	5	4	5	4.67	
<b>MFO4 COLLECTION SERVICES</b>	Number of collection receipted and promptly deposited on the following working day.	Received and receipted income of the university during peak season and in the absence of incharge.	70	82	117%	5	5	4	4.67	

<b>MFO6 INNOVATION &amp; BEST PRACTICES SERVICES</b>	Number of best practices achieved	Immediate response of claims and inquiry.	1	1	100%	5	5	5	5.00
<b>Total Over-all Rating</b>	<b>39.01</b>								
<b>Average Rating (Total Over-all rating divided by 10)</b>	4.88		Comments & Recommendations for Development Purpose: Recommended for promotion. Attend skills development training and health awareness programs for better health.						
<b>Additional Points:</b>									
Punctuality									
Approved additional points(with copy of approval)									
<b>FINAL RATING</b>	4.88								
<b>ADJECTIVAL RATING</b>	Outstanding								
Evaluated & Rated by:  <b>QUEEN EVER Y. ATUPAN</b> Dept./Unit Head Date: _____		Recommending Approval:  <b>LOUELLA C. AMPAC</b> Dean/Director Date: _____		Approved by:  <b>REMBERTO A. PATINDOL</b> Vice President Date: _____					
1 - Quality                      2 - Efficiency                      3 - Timeliness                      4 - Average									





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 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 : Recommended for promotion. Attend skills development training and health awareness programs for better health.

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



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Fe C. Calunangan  
Performance Rating: 4.89

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

Proposed Interventions to Improve Performance:

Date: January 1, 2020 Target Date: March 31, 2020

First Step: Monitor the preparation of the Report of Daily Collection and Deposit for all funds regularly.

Result: Report of Daily Collection and Deposit were submitted on or before deadlines. Cash collections were properly monitored and deposited intact every following day.

Date: April 1, 2020 Target Date: June 30, 2020

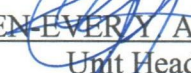
Next Step: Constant monitoring while the alternative work schedule (Work from Home) was implemented.

Outcome: Report of Collection and Deposit were submitted on or before deadlines despite the various innovations and changes to adopt the new normal.

Final Step/Recommendation:

Recommended for promotion. Attend skills development training and health awareness programs for better health.

Prepared by:

  
QUEEN EVERY ATUPAN  
Unit Head

Conforme:

  
FE C. CALUNANGAN  
Name of Ratee Faculty/Staff