



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Queen-Ever Y. Atupan

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.97	70%	3.479
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.500
TOTAL NUMERICAL RATING			4.98

TOTAL NUMERICAL RATING: 4.98
Add: Additional Approved Points, if any: 0
TOTAL NUMERICAL RATING: 4.98

FINAL NUMERICAL RATING 4.98

ADJECTIVAL RATING: Outstanding

Prepared by: QUEEN-EVER Y. ATUPAN
Name of Staff

Reviewed by: RYSAN C. GUINOCOR
Dean/Director

Approved: EDGARDO E. TULIN
Vice President for Admin. & Finance

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **QUEEN-EVER Y. ATUPAN**, Head of the **CASH 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 of **JULY 1 to DECEMBER 31, 2023**.

Approval:

QUEEN-EVER Y. ATUPAN

Ratee

01/22/24

RYSAN C. GUINOCOR

Director for Administrative Services

01/23/24


No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
UGAS5. SUPPORT TO OPERATIONS										
OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS										
ODAS/ 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	Fast, Efficient & customer friendly frontline service	95% of clients rated services as very satisfactory or higher	95% of clients rated services as very satisfactory or higher	5	5	5	5.00	
		PI. 3 Number of administrative processes implemented in accordance with existing approved quality procedures	Implement processes in accordance with existing approved QPs	2 processes implemented according to QP	2 processes implemented according to QP	5	5	5	5.00	
		PI. 3 Number of Reports submitted to COA	Prepare Monthly Accountability Report for checks. Review and sign all daily/weekly financial reports to be submitted to COA	100 COA reports	1,073 COA reports	5	5	5	5.00	

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
		PI. 7 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor	Monitor the filing of communications, evidences and reports for ISO audit purposes	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	5	5	5	5.00	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS										
ODAS STO 3:	ARTA aligned frontline services	PI. 9 Efficient & customer friendly frontline service	Responsive and Facilitative to clients request	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5.00	
VPAF STO4: INNOVATIONS & BEST PRACTICES										
ODAS STO 4:	Innovations & new Best Practices Development Services	PI. 10. Number of new systems/innovations/proposals introduced and implemented	Facilitate the full implementation of the payment for Pag-ibig Remittances through the Land Bank WeAccess system	1 new system	1 new systems/ innovations	5	5	5	5.00	1. Upgraded the Cash Office Counterfeit Detection Machine and counter for added features making it able to detect the newly issued bills.
UMFO6: General Administrative and Support Services (GASS)										
VPAF GASS 1: Administrative and Support Services Management										
ODAS GASS 1:	Administrative and Support Services	PI. 17 Number of administrative services and financial/ administrative documents acted within time frame	Review and sign requests, documents, clearances, readmission and request to open a new bank account with Landbank.	400 requests/ administrative documents (clearances, readmission, opening of new accounts and transfer of payments to other bank accounts, etc.)	784 requests/ administrative documents (clearances, readmission, opening of new accounts and transfer of payments to other bank accounts, etc.)	5	5	5	5.00	


No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
		PI2. Number of monthly monitoring of NCA utilization per expense accounts prepared and submitted to management for decision making	Prepare, monitor and review estimates for the monthly NCA balances and Utilization report submitted to management for decision making.	6 monitoring reports	12 NCA monitoring reports	5	5	5	5.00	
CASH MFO2	Disbursement /Processing	PI1. Number of approved vouchers and payrolls acted within prescribed period and error free	Review and sign vouchers and payrolls and facilitate the preparation of PACs and checks for payment.	1,750 approved payrolls and vouchers	9,574 approved payrolls and vouchers	5	5	5	5.00	
		PI2. Number of checks, LDDAP, ACIC and PAC'S issued and released within three days	Review and sign checks, LDDAP, ACIC and PACs. Monitor and facilitate the order and request for additional check booklets for all funds.	1,500 checks; 6,000 entries of PACS and LDDAP	3,849 checks; 24,748 entries of PACS and LDDAP	5	5	4	4.67	
		PI3. Number of Purchase Orders paid	Review Pos for payment	300 Purchase Orders	556 Purchase Orders	5	5	5	5.00	
		PI4. Number of Cash advances and Petty Cash Fund Maintained/facilitated for University Cash Disbursements.	Review and sign petty cash replenishment and prepare and review liquidation reports.	4 cash advance/Petty Cash Funds	6 cash advance/Petty Cash Funds	5	5	5	5.00	
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.	Review and sign daily/monthly financial reports of all funds and review all attached vouchers and supporting documents, to be submitted to Acctg. Office	300 daily/weekly reports 60 monthly reports	1,058 daily/weekly reports 192 monthly reports	5	5	4	4.67	
CASH MFO4	Collection Services	PI1. Number of official receipts issued for collection	Monitor and supervise the collection and issuance of official receipts. Request snapshots and bank statements.	2,500 official receipts issued	30,517 official receipts issued	5	5	5	5.00	

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
		PI2. Number of deposits of daily collection following COA rules to be deposited intact on the following working day.	Monitor and review daily deposits and collection reports making sure that all collections are deposited intact on the following banking day.	500 deposits	1,453 deposits	5	5	5	5.00	
		PI3. Number of Collection Reports from Part Remittance agencies being verified, posted and monitored.	Review and verify daily remittance reports from Partner Remittance Agencies.	60 reports	120 reports	5	5	5	5.00	
		PI4. Number of students temporary clearance and statement of accounts prepared and printed.	Review and sign clearances and requests from students pending full transfer to Accounting Office.	50 clearances	70 clearances	5	5	5	5.00	
Total Over-all Rating									109.34	
Average Rating (Total Over-all rating divided by 22)		4.97	Comments & Recommendations for Development Purpose: Request CSC to conduct special Supervisory Development Course Track 4.							
Additional Points:										
Punctuality										
Approved additional points(with copy of approval)										
FINAL RATING		4.97								
ADJECTIVAL RATING		Outstanding								


Evaluated & Rated by:


RYSAN C. GUINOCOR
Director, Administrative Services
Date: 1/23/24

Recommending Approval:


EDGARDO E. TULIN
Vice President for Admin & Finance
Date: 1/23/24

Approved by:


DANIEL LESLIE S. TAN
OIC, President
Date: 1/23/24

1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2023

Name of Staff: Queen-Ever Y. Atupan Position: Supervising Administrative Officer

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


Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



12. Willing to be trained and developed	5	4	3	2	1
Total Score	60				
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	25				
Average Score	5.00				

Overall recommendation : Request CSC to conduct special Supervisory Development Course Track 4.


RYSAN C. GUINOCOR
Printed Name and Signature
Director for Admin. Services

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: QUEEN-EVER Y. ATUPAN

Performance Rating: 4.97

Aim: TO DEVELOP LEADERSHIP COMPETENCIES

Proposed Interventions to Improve Performance:

Date: July 1, 2023

Target Date: September 30, 2023

First Step: Send her to attend Supervisory Development Course Track 4

Result: Handle Current Job Description well and is ready to higher job description.

Date: October 1, 2023

Target Date: December 31, 2023


Next Step: Mentor her in a higher position.

Outcome: Smooth transitioning and maintaining excellent public service.

Final Step/Recommendation:

Request CSC to conduct special Supervisory Development Course Track 4.

Prepared by:


RYSAN C. GUINOCOR
Immediate Supervisor

Conform:


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