



**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	4.67	70%	3.269
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.401
<b>TOTAL NUMERICAL RATING</b>			<b>4.670</b>

TOTAL NUMERICAL RATING: **4.670**

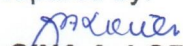
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.670**

FINAL NUMERICAL RATING **4.670**


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 and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July-December, 2022

Administrative  
support services

**GINA A. LORETO**  
Ratee

Approved:

**NICK FREDDY R. BELLO**  
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	July- December 2022	Percentage of Accomplishments of December, 2022	Details of Accomplishment	Details of Accomplishment	Rating				Remarks
			target				Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>DISBURSEMENT/ PROCESSING SERVICES</b>	Number. of projects controlled error free	Control Project/Releases under NGAS (20201050) funded by DA-BAR, CHED, PCARRD, DENR, DOST & NEDA	15	200%	Controlled 30 projects	30	5	5	5	5.00	Controlled 30 projects
		Prepares Journal monthly balance per projects	15	200%	Monitored 30 projects	30	5	5	4	4.67	Monitored 30 projects
	Number of financial documents	Obligates vouchers, payrolls, & PO's under NGAS accounts	200	125%	Obligated 50 financial docs (5 copies each)	250	5	5	5	5.00	Obligated 50 financial docs (5 copies each)
		Earmarks PR's, Contracts, Appointments under NGAS accounts	45	200%	Earmarks 18 documents (x 5 copies)	90	5	5	5	5.00	Earmarks 18 documents (x 5 copies)
	Number of financial documents obligated/liiquidated error free	Encode the obligated voucher, payrolls & PO's, under NGAS accounts	200	178%	Encoded 71 financial docs (x5 cps-3+14)	355	5	5	5	5.00	Encoded 71 financial docs (x5 cps-3+14)
		Post check number to the obligated documents	200	150%	Posted 650 financial docs.	300	5	5	5	5.00	Posted 650 financial docs.
<b>BOOKKEEPING SERVICES</b>	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	30	200%	Prepare 60 reports	60	4	4	4	4.00	Prepare 60 reports
		Prepares schedule of recapitulated liquidations of each projects	60	100%	Prepare 60 schedules	60	5	5	4	4.67	Prepare 60 schedules
		Prepares schedule of accounts payable for each projects	60	100%	Prepare 50 schedules	60	5	5	4	4.67	Prepare 50 schedules
		Prepares liquidation report of accounts payable of the previous year of each projects	20	150%	Prepare 30 schedules	30	5	5	4	4.67	Prepare 30 schedules
		Prepare Terminal Report as project requires	15	67%	Prepare 10 TAFR	10	4	4	4	4.00	Prepare 10 TAFR
<b>Innovation &amp; Best Practices Services or Continual &amp; Improvement &amp;</b>	Number of Innovations for improved university operations	Process immediately the financial documents as long as funds is available	1	100%		1	5	5	5	5.00	
	Number of best practices achieved	Liquidate the financial documents	1	100%		1	4	4	4	4.00	
<b>Total Over-all Rating</b>							62	62	58	60.67	
<b>Average Rating (Total Over-all rating divided Additional Points:</b>						4.67	<b>Comments &amp; Recommendations for Development Purpose:</b> Attend training relevant to functions.				
<b>Punctuality</b>											
<b>Approved Additional points (with copy of approval)</b>											
<b>FINAL RATING</b>						4.67					
<b>ADJECTIVAL RATING</b>						Outstanding					

Evaluated and Rated by:

**NICK FREDDY R. BELLO**  
Accountant II

Recommending Approval:

**LOUELLA C. AMPAC**  
Director of Finance

Approved:

**DANIEL LESLIE S. TAN**  
VP for Admin and Finance

Date: \_\_\_\_\_

- 1 - quality  
2 - efficiency  
3 - timeliness  
4 - average

Date: \_\_\_\_\_

Date: \_\_\_\_\_





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July 1-December 31, 2022**

Name of Staff: GINA A. LORETO

Position: Admin 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		56				

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		4.67				

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: January 1 Target Date: December, 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**  
Unit Head

Conforme:



**GINA A. LORETO**  
Name of Ratee Faculty/Staff