



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.94	70%	3.458
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
TOTAL NUMERICAL RATING			4.93

TOTAL NUMERICAL RATING: 4.93

Add: Additional Approved Points, if any: 0

TOTAL NUMERICAL RATING: 4.93

FINAL NUMERICAL RATING 4.93

ADJECTIVAL RATING: Outstanding

Prepared by:

VALERIE C. VALENZONA
Name of Staff

Reviewed by:

QUEEN-EVER Y. ATUPAN
Department/Office Head

Recommending Approval:

RYSAN C. GUINOCOR
Dean/Director

Approved:

ELWIN JAY V. YU
Vice President



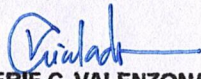
CASH OFFICE

Visayas State University, PQWW+RJM Baybay City, 6521 Leyte
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Phone: +63 53 565 0600 Local 1011

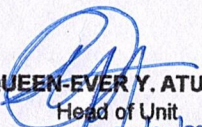
"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **VALERIE C. VALENZONA**, Administrative Officer I 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 **JANUARY 1 to JUNE 30, 2024**.


VALERIE C. VALENZONA
 Ratee
 07/25/2024

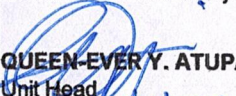
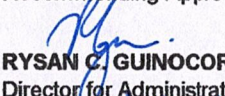
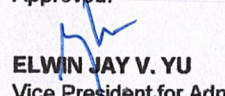
Approval:


QUEEN-EVER Y. ATUPAN
 Head of Unit
 07/25/2024

No.	MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
UMFO 5. SUPPORT TO OPERATIONS											
VPAF STO 1: ISO aligned management and administrative support services											
ASO STO 1: ISO 9001:2015 aligned documents and compliant processes											
ASO 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	100%	5	5	4	4.67	
		PI. 3 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor	Preparation and filling of evidences	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	100%	5	5	5	5.00	
		PI. 4 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	100%	5	5	5	5.00	
		PI. 5 Number of Reports submitted to COA	Preparation, checking and submission of reports RAAF, RCD (for all funds), etc.	5 RAAF reports and 15 RCD reports	5 RAAF reports and 31 RCD reports	180%	5	5	4	4.67	
		PI. 6 Number of Reports submitted to COA, QAC, Accounting Office, ASO, FMO, and other regulatory bodies	Preparation, checking and submission of reports RAAF, RCD (for all funds), etc.	20 reports	36 reports	180%	5	5	4	4.67	
		PI. 7 Percentage of updating and encoding of records in the database	Encodes and updates daily transactions in the database	100% updating of records in the database	100% updating of records in the database	100%	5	5	5	5.00	

No.	MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
VPAF STO 2: FREEDOM OF INFORMATION (FOI) ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS											
ASO STO 2. FOI aligned frontline services											
ASO STO 2:	FOI aligned frontline services	PI. 8 Percentage of requested information acted within the time frame set by FOI	Accommodate various request and inquiries from clients	100% submission	100% submission	100%	5	5	5	5.00	
VPAF STO 3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS											
ASO STO 3:	ARTA aligned frontline services	PI. 9 Efficient & customer friendly frontline service	Fast, Efficient & customer friendly frontline service	Zero percent complaint from clients served	Zero percent complaint from clients served	100%	5	5	5	5.00	
VPAF STO 4: INNOVATIONS & BEST PRACTICES											
ASO STO 4:	Innovations	PI. 11 Number of new systems/innovations/proposals introduced and implemented	Implement the new system to further improve the services	1 new system	1 new system	100%	5	5	5	5.00	
ASO STO 5:	New Best Practices Development Services	PI. 13 Number of seminar conducted/presided	Attend seminar	1 seminar conducted	1 seminar conducted	100%	5	5	5	5.00	
UMFO6: General Administrative and Support Services (GASS)											
VPAF GASS 1: Administrative and Support Services Management											
ASO GASS 1:	Administrative and Support Services	PI. 15 Number of administrative services and financial/administrative documents acted within time frame	Accommodate request of account balances and various request from students and clients	250 requests/ administrative documents (Registrar Issuance Form, billings, clearances, readmission, etc.)	430 requests/ administrative documents (Registrar Issuance Form, billings, clearances, readmission, etc.)	172%	5	5	5	5.00	
		PI. 18 No. of linkages with external agencies maintained	Maintain a good working relationship and linkage with Landbank, COA and other agencies	8 Linkages (COA, BOT, LBP, Philhealth, GSIS,HDMF, Palawan, Cebuana)	8 Linkages (COA, BOT, LBP, Philhealth, GSIS,HDMF, Palawan, Cebuana)	100%	5	5	5	5.00	
		PI. 20 Number of Management Reports prepared for Procurement, planning purposes and ISO audit evidence (OTP, WFP, etc.)	Prepares, encodes and prints documents for procurement, planning purposes and ISO audit evidences	3 reports	3 reports	100%	5	5	5	5.00	

No.	MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
ASO GASS 3.4: Collection and Disbursement Services											
CASH MFO1	Administration Support Services & Management	PI 1. Number of communications prepared for bank updating and other cash transactions	Prepare communications to Land Bank, COA, and other agencies.	3 communications	12 communications	400%	5	5	5	5.00	
CASH MFO2	Disbursement /Processing	PI 1. Number of approved vouchers and payrolls acted within prescribed period	Review and sign vouchers and payrolls and facilitate the preparation of PACS and checks for payment (in the absence of the University Cashier)	100 approved payrolls and vouchers	300 approved payrolls and vouchers	300%	5	5	5	5.00	
		PI 2. Number of checks, LDDAP, ACIC and PACS issued and released within three days	Review and sign checks, LDDAP, ACIC and PACS (in the absence of the University Cashier)	50 checks; 250 entries of LDDAP-ADA and PACS	65 checks; 1,000 entries of LDDAP-ADA and PACS	355%	5	5	5	5.00	
		PI 3. Number of Purchase Orders paid	Review Purchase Order for payment (in the absence of the University Cashier)	25 Purchase Orders	40 Purchase Orders	160%	5	5	5	5.00	
CASH MFO3	Financial reports preparation	PI 1. 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.	Preparation, checking and submission of reports RAAF RCD (for all funds), etc.	5 RAAF reports and 15 RCD reports	6 RAAF reports and 31 RCD reports	180%	5	5	4	4.67	
CASH MFO4	Collection Services	PI 1. Number of official receipts issued for collection and posted in the system.	Collect fees and issue official receipts to students and clients	2,500 official receipts issued	13,695 official receipts issued	548%	5	5	5	5.00	
		PI 2. Number of deposits of daily collection following COA rules to be deposited intact on the following working day.	Prepares deposits of daily collection	500 deposits	1,422 deposits	284%	5	5	5	5.00	

No.	MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
		PI 3. Number of Collection Reports from Partner Remittance agencies being verified, forwarded and monitored.	Review and verify daily remittance reports from Partner Remittance Agencies (in the absence of the University Cashier).	15 reports	31 reports	207%	5	5	5	5.00	
		PI 4. Number of clearances from students and employees reviewed, verified and signed.	Review and sign clearances and requests from students and employees.	25 clearances	75 clearances	300%	5	5	5	5.00	
Total Over-all Rating			108.67	Comments and Recommendations for Development Purpose:							
Average Rating			4.94	Keep up the good work! Attend supervisory trainings for career growth.							
Additional Points:											
Punctuality											
Approved additional points (with copy of approval)											
Adjectival Rating			OUTSTANDING								
Evaluated and Rated by:			Recommending Approval:		Approved:						
 QUEEN-EVER Y. ATUPAN Unit Head Date: <u>07/25/2024</u>			 RYSAN C. GUINOCOR Director for Administrative Services Date: <u>07/25/2024</u>		 ELWIN JAY V. YU Vice President for Admin. and Finance Date: <u>07/25/2024</u>						
1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average											

PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: CASH OFFICE

Head of Office: QUEEN-EVER Y. ATUPAN

Number of Personnel: 13

/	1st	Q U A R T E R
/	2nd	
	3rd	
	4th	

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Follow up status of tasks assigned to each staff. Monitor NCA balances and estimated payables to ensure 100% Utilization of Budget	Daily one on one with staff when needed. Weekly and as needed	Conducts staff meetings to update every one with the new issuances and needed innovations and to discuss problems, concerns and solutions to improve services. (Feb 8, May 10, March 22, etc.)	Notice of meetings		Daily or weekly monitoring and follow ups needed to accomplish desired outputs.
Coaching Ask the staff in charge of reports preparation to come up and implement the best possible ways to submit all the reports before deadlines with complete supporting documents.	Coaching one on one daily or weekly and as needed.	Conducts group briefings/meetings as to how to manage all the assigned tasks.			Assessment of each work assignments is needed to cope with the high work demands despite the limited manpower.

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

QUEEN-EVER Y. ATUPAN
Immediate Supervisor

Noted by:


ATTY. RYSAN C. GUINOCOR
Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
Cash MFO 3 FINANCIAL MANAGEMENT: CASH MANAGEMENT								
3.1 Disbursement Services	1. Prepares and generate checks for payment of all university transaction w/ processed approved documents.	Q.Y.Atupan, V. Valenzona, M.Mendoza, D. Arpoceple, K.Sendrome, J. Baslan, L. Dy, F.L. Dajao, L.Ampac, R.Guinocor, DL Tan & E.Tulin	Jan 1-June 30, 2024					Daily
	2. Prepares, generates PACS, LDDAP, & ACIC w/ processed approved documents for submission to LBP	Q.Y.Atupan, V. Valenzona, M.Mendoza, M. Oppura, D. Arpoceple, K.Sendrome, J. Baslan, L. Dy, F.L. Dajao, L.Ampac, R.Guinocor, DL Tan, N.Bello and E.Tulin	Jan 1-June 30, 2024					Daily
	3. Release and pay checks to payees.	PBL Urdaneta, K. Sendrome, J.Baslan, L.Dy, M. Oppura & Q. Atupan	Jan 1-June 30, 2024					Daily
3.2 Collection Services	1.Collects and receives payment of university income	C.Sacro, V.Valenzona, F. Calunangan, C. Mendez Q.Y.Atupan D. Arpoceple	Jan 1-June 30, 2024					Daily
	2.Prepare deposit slip & deposit intact to LBP	C.Sacro, V.Valenzona, Q.Y.Atupan	Jan 1-June 30, 2024					Daily
	3.Verifies fund transfer from other	QY Atupan, C.Sacro,	Jan 1-June					As needed

	sponsoring agencies	V. Valenzona	30, 2024					
3.3 Financial Reports	1. Prepares, generates and binds ROC, RCIC, RCD, RADAI and other reports for submission to Accounting Office and COA.	Q.Y.Atupan, V. Valenzona, M.Mendoza, D. Arpoceple, K.Sendrome, J. Baslan, L. Dy, F.L.Dajao, M.Oppura, M. Cayunda, F.Calunangan, C. Mendez & C.Sacro,	Jan 1- June 30, 2024					Daily, weekly and monthly
3.4 Student Services	1.Review and sign clearances from students	Celso F. Sacro J. Baslan, Q. Atupan, L. Dy, M. Oppura, FL Dajao, K.Sendrome	Jan 1- June 30, 2024					Mid-Term & Finals and as needed

Prepared by:


QUEEN-EVER Y. ATUPAN
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Valerie C. Valenzona

Performance Rating: 4.94

Aim: Manage and update various mobile collecting units for timely remittance of collections.

Proposed Interventions to Improve Performance:

Date: February 04, 2024

Target Date: March 31, 2024

First Step: Encourage her to convene all mobile collecting units to update them with COA recommendations and mandates.

Result: Have conducted meetings with various collecting units and agreed deadlines of remittances and periodic & timely submission of reports.

Date: April 01, 2024

Target Date: June 30, 2024

Next Step: Advise her to update and make necessary adjustments for RAAF for official receipts for a fair presentation of the reports.

Outcome: Mobile collecting units submits reports on time and RAAF for official receipts are updated and submitted before deadlines.

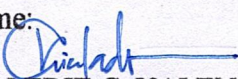
Final Step/Recommendation:

Keep up the good work! Attend supervisory trainings for career growth.

Prepared by:

QUEEN-EVER Y. ATUPAN
Unit Head

Conforme:


VALERIE C. VALENZONA
Name of Ratee Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2024

Name of Staff: Valerie C. Valenzona

Position: Administrative Officer I

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



CASH OFFICE


Visayas State University, PQWW+RJM Baybay City, 6521 Leyte

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Website: www.vsu.edu.ph

Phone: +63 53 565 0600 Local 1011

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. 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						
Average Score		4.92				
Overall recommendation: Attend supervisory trainings for career growth.						


QUEEN-EVERY Y. ATUPAN
 Immediate Supervisor