INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JHONAVEL R.CASTIL**, staff 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 of January 1 to June 30, 2024.

Prepared by:

JHONAVEL R. CASTIL
Ratee
Date: July 25,2024

Approved:

NICK FREDDY R. BELLO
OIC - Head of Unit
Date: July 25,2024

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

MFO & PAPs	Success Indicators	Task Assigned	Jan.-December 2024 Target	Details of Accomplishment	Rating				Remarks
					Q[1]	E[2]	T[3]	A[4]	
UMFO5: SUPPORT TO OPERATIONS									
Acctg MFO1: ISO 9001:2015 aligned documents									
	Number of quality procedures maintained/prepared/revised	Assist and maintain procedure requirements	1	1	5	5	5	5.00	Complied and compiled quality procedures
Acctg MFO2: Innovation & best practices services									
	PI2. Number of innovation for improved university operations	Assists in innovations of the improvement of university operations	1	1	5	5	5	5.00	Used/Adopted technology/system for efficient process results
	PI3. Number of best practices achieved	Assists in best practices achieved	1	1	5	5	5	5.00	Establish and assist internal control and monitoring of documents. Observed efficient work plan/schedule.
UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES									
Acctg MFO1: Administration Support Services & Management									
	No. of external linkages for improved financial management developed/maintained	Maintain relationship with external linkages	2 External Linkages: COA and DBM	2	5	5	5	5.00	provided data/info needed timely

		Prepares liquidation summary report for 01-RAF	12	5 liquidation summary prepared (Jan.-May 2024)	5	5	5	5.00	New assigned task started January 2024 transactions
	No. of Trial Balance prepared within the mandated time	Prepares Trial Balance forTrust Receipts	12	2 TBs prepared (pre and post closing)	5	5	5	5.00	turned over for year 2024; change of function assigned
		Prepares Trial Balance for 01-RAF	12	5 liquidation summary prepared (Jan.-May 2024)	5	5	4	4.67	New assigned task started January 2024 transactions
	No. of schedules prepared within the mandated time	Prepares schedules under Trust Receipts	44	13 Schedules prepared as of December 2023	5	5	5	5.00	turned over for year 2024; change of function assigned
		Prepares schedules under 01-RAF	11	11 schedules prepared	5	5	5	5.00	New assigned task started January 2024 transactions
	No. of reports prepared	Prepares summary of quarterly disbursements for Fund Cluster 07-Trust Receipts	4	1 quarter (4th quarter) prepared	5	5	5	5.00	turned over for year 2024; change of function assigned
		Prepares summary of quarterly disbursements for Fund Cluster 01-RAF	4	2 quarters prepared	5	5	5	5.00	New assigned task started January 2024 transactions
	No. of equipments posted and computed	Posts Property, Plant & Equipment to Schedule and computes depreciation expenses	150	for the year 2023	5	5	5	5.00	turned over for year 2024; change of function assigned
	No. of PPE's prepared	Prepares subsidiary ledger for Property, Plant and Equipment (all funds)	55	for the year 2023	5	5	5	5.00	turned over for year 2024; change of function assigned
	No. of Financial Statements prepared within the mandated time	Prepares Financial Statements for submission to COA, DBM,GAS and other concerned agencies for Trust Receipts.	20	5 FS submitted to COA for the year ended 2023	5	5	5	5.00	turned over for year 2024; change of function assigned

	No. of consolidated reports	Consolidates all transactions of the branch campuses such as CRJ, CDJ, CkDJ and post to General and subsidiary ledgers for Trust Receipts.	36	3 consolidation for CSI's (CRJ, CKDJ, CDJ)	5	5	5	5.00	December 2023 transactions only due to change of function
		Consolidates all transactions of the branch campuses such as CRJ, CDJ, CkDJ and post to General and subsidiary ledgers for 01-RAF.	48	20 consolidation for CSI's (CRJ, CKDJ, CDJ) until May 2024	5	5	5	5.00	New assigned task started January 2024 transactions
	No. of journals prepared within the mandated time	Prepares Monthly General Journals for Trust Receipts.	12	2 GJs (pre and closing entries 2023)	5	5	5	5.00	December 2023 transactions & adjustments only due to change of function
		Prepares Monthly General Journals for 01-RAF.	12	5 (Jan.-May 2024)	5	5	5	5.00	New assigned task started January 2024 transactions
	No. of reports prepared	Prepares Journal Entry Vouchers for Trust Receipts	150	34 JEVS prepared	5	5	5	5.00	December 2023 transactions & adjustments only due to change of function
		Prepares Journal Entry Vouchers for 01-RAF	127	386 jevs (Jan.-May 2024)	5	5	4	4.67	New assigned task started January 2024 transactions
	No. of accounts maintained and posted	Maintains and post to subsidiary ledgers for cash advances and cash in bank accounts for 101 Trust Receipts	40	40 ledgers for advances and cash in bank accounts	5	5	5	5.00	for the year 2023
		Maintains and post to subsidiary ledgers for cash advances and cash in bank accounts for 01-RAF	120	280 sub accounts porsted and maintained	5	5	5	5.00	New assigned task started January 2024 transactions
	No. of entries for liquidation of cash advances	Prepares liquidation summary report for Trust Receipts.	12	1 liquidation summay made for December 2023	5	5	5	5.00	turned over for year 2024; change of function assigned

	Customer Friendly Service	Served clients with courtesy; immediate response to client needs and inquiries	100% no complaint; Served clients with courtesy; immediate response to client needs and inquiries	provide assistance to clients	4	4	4	4.00	entertained client's inquiries and concerns
	Percentage of NCs received and acted	Practice ISO Requirements	Zero	Zero NCs	5	5	5	5.00	No NC received
	Percentage of CARs received and acted	Practice ISO Requirements	Zero	Zero CARs	5	5	5	5.00	No CAR received
Acctg MFO3:Bookkeeping Services									
	No. of transactions encoded/recorded error free	Encodes & records entries to BAOM for 07-Trust Receipts	2,000 entries encoded & recorded	741 entries encoded & recorded to BAOM	5	5	5	5.00	December 2023 transactions only; turned over to Ms Elnas for 2024 transactions
		Encodes & records entries to BAOM for 01-Regular Agency Fund	2,150	5, 080 entries encoded & recorded	5	5	5	5.00	New assigned task started January 2024 transactions
	No. of transactions posted	Posts transactions to SL and GL for Trust Receipts	500	171 transactions posted to GL & SL	5	5	5	5.00	December 2023 transactions only; turned over to Ms Elnas for 2024 transactions
		Posts transactions to SL and GL for 01-Regular Agency Fund	765	1559 transactions posted to SL and GL	5	5	5	5.00	New assigned task started January 2024 transactions
	No. of entries consolidated error free	Consolidates CkDJ of the main campus under Trust Receipts	12	1 consolidation made for Dec. 2023	5	5	5	5.00	turned over for year 2024; change of function assigned
		Consolidates CkDJ of the main campus under 01-Regular Agency Fund	12	5 consolidation done until May 2024	5	5	5	5.00	New assigned task started January 2024 transactions

	Prepares Financial Statements for submission to COA, DBM,GAS and other concerned agencies for 01-RAF	20	5 FS submitted to COA for the first quarter of 2024	5	5	5	5.00	New assigned task started January 2024 transactions
No. of Bank Reconciliation for Trust Receipts Reports prepared	Prepares Monthly Bank Reconciliation Reports for 101 Trust Receipts, VSU-CEBU, VSU-HOSPITAL PH and PF	108	4 months prepared for 101 Trust (Jan-April 2022)	4	4	4	4.00	turned over for year 2024; change of function assigned
	Prepares Monthly Bank Reconciliation Reports for 01-Regular Agency Fund for submission to COA	12	0 Prepared and submitted to COA for 2024	4	4	3	3.67	still prioritizing the monthly reports; to be prepared once coped up with the fr's for submission.
Total Over-all Rating				172	172	169	171.00	

Average Rating (Total Over-all rating divided by # of entries)		4.89
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.89
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose: Dependable and offer assistance to her co-employees.

Evaluated and Rated by:

NICK FREDDY R. BELLO
OIC-Head Accounting Office
Date: July 25,2024

Recommending Approval:

LOUELLA C. AMPAC
Director for Financial Management
Date: July 25,2024

Approved:

ELWIN JAY V. YU
Vice Pres. for Admin. and Finance
Date: 6/25/24

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

VISAYAS STATE UNIVERSITY

ACCOUNTING OFFICE

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **CASTIL, JHONAVEL R.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.75	70%	3.33
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.89	30%	1.47
		TOTAL NUMERICAL RATING	4.80

TOTAL NUMERICAL RATING: 4.80
Add: Additional Approved Points, if any: ____________
TOTAL NUMERICAL RATING: ____________

FINAL NUMERICAL RATING 4.80

ADJECTIVAL RATING: Outstanding

Prepared by:

JHONAVEL R. CASTIL
Admin Asst III

Reviewed by:

NICK FREDDY R. BELLO
OIC-Head, Accounting Office

Recommending Approval:

LOUELLA C. AMPAC
Director, Financial Management

Approved:

ELWIN JAY V. YU
Vice President, Administration and Finance

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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2024
Name of Staff: **CASTIL, JHONAVEL R.** Position: **Admin 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	5	4	3	2	1

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attainment of the functions of the university					
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					
Average Score	4.75				
Overall recommendation: keep up the good work					

NICK FREDDY R. BELLO
OIC-Head, Accounting Office

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JHONAVEL R. CASTIL**
Performance Rating: Outstanding
Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 1,2024 Target Date: November 30,2024

First Step:
Attend Relevant Training on public financial management.

Result
Improved performance on handling financial reports as Senior Book-keeper.

Date: ____________ Target Date: ____________

Next Step:
Recommended for Promotion

Outcome: ____________

Final Step/Recommendation:

Prepared by:

NICK FREDDY R. BELLO
Immediate Supervisor

Conforme:

JHONAVEL R. CASTIL
Name of Ratee Faculty/Staff