

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JENNIFER G. TINAJA

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 1, 2024

Target Date: November 2024

First Step:

Attend Training related on Accounting and taxation.

Result:

Expand Knowledge on accounting and taxation activites.

Date: _____

Target Date: _____

Next Step:

Recommend for Promotion

Outcome: _____

Final Step/Recommendation:

Prepared by:



NICK FREDDY R. BELLO
Immediate Supervisor

Conforme:



JENNIFER G. TINAJA
Name of Ratee Staff

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JENNIFER G. TINAJA**, 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 **January 1 to June 30, 2024**.

Prepared by:

JENNIFER G. TINAJA

Ratee

Date: July 25, 2024

Approval by:

NICK FREDDY R. BELLO

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-Dec 2024 Target	% of Accomplishments	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 perform the functions of the Documents and Records Controller (DRC) within the unit	5	100%	5	5	5	5	5.00	Maintained and monitored accordingly the compliance of the 4 PM's and submit Revision of Citizen Charter was submitted to RAO for approval
Acctg MFO2: Innovation & best practices services										
	Number of innovation for improved university operations	Assist in improving the design and feature of Cumulus One System	1	100%	1	5	5	4	4.67	*Attended meeting with MIS for continual improvement of Cumulus System *Adding the Grades Due Report
	Number of best practices achieved	Use Microsoft Excel in creating Students' Account Index	1	100%	1	4	5	5	4.67	Continual used of Microsoft google sheets for back-up data storage

UMF06: GENERAL ADMINISTRATION SUPPORT SERVICES

Acctg MFO1: Administration Support Services & Management

Customer Friendly Frontline Service	Served clients with courtesy; immediate response to client needs and inquiries	100% no complaints	100%	100% no complaints	4	4	4	4.00	Comply and Keep Customer Feedback Report requirements for the Month of January-April 2024
Number of external linkages for improved financial management developed/maintained	Perform requirements of External linkages for improvement of Students' Account financial management record	4 External linkages (DOST, LBP, CHED and COA)	50%	2 (DOST, COA)	5	5	5	5.00	Submit Billing of DOST Scholars for SY 2023-2024 2nd semesters; Submit ROSA to COA within the prescribed time; CHED and LBP requirements has turn-over to M. Sabando
Percentage of NCS	Practice ISO standard	Zero	100%	Zero	5	5	5	5.00	No NCS Received
Percentage of CARs	Practice ISO standard	Zero	100%	Zero	5	5	5	5.00	No CARs Received

Acctg MFO2: Disbursement / Processing Services

No. of entries posted right after the receipt of documents	Posts salaries, honorarium, overtime, stipend, RATA, etc. of regular staff, & Phil. Carabao Center regular staff in the Index	30000	52%	15,645 accounts	5	5	4	4.67	with Mid-year bonus, Clothing, Cultural, Salary Differential
No. of scholars who pursued Master/Doctorate degrees reinstated but not yet graduated	Drafts total expenses for salaries/allowances, etc. of scholars who pursued Master/Doctorate degrees reinstated but not yet graduated	50	74%	37	4	5	5	4.67	Reviewed the Mid-year Bonus received by the 37 VSU Scholars who were Reinstated but not yet Graduated from CY 2020-2023
No. of vouchers/payrolls journalized right after the receipt of documents	Journalizes vouchers/payrolls	700	55%	386	5	5	5	5.00	All payrolls received were posted
No. of records updated error free	Updates employees records in the database (loans, salary increase, change of status, etc.)	720	50%	360	5	5	5	5.00	Update employees as needed
No. of staff cleared error free	Countersigns certifications of regular staff with no financial accountability	30	67%	20	5	5	5	5.00	All certifications were countersigned and recorded
No. of regular employees computed their withholding tax	Computes withholding tax of regular employees	800	99%	792	5	5	5	5.00	Maintain and adjust taxes of 645 regular staffs

	No. of Report on Salaries and Allowances Received (ROSA) prepared	Prepares and submits Report on Salaries and Allowances Received (ROSA) within the prescribed time (including its supporting documents)	3	67%	2	5	5	5	4	4.67	Submit to COA the ROSA for the 1st and 2nd Quarter 2024
	No. of staff trained/assisted	Trains/Assists staff (Students' Account)	2	150%	3	5	5	5	5	5.00	Assists students' account in-charge and student assistant as need arises
	No. of staff per deduction encoded in the payroll system	Encodes deduction in the payroll system within the prescribed time	400	50%	200	5	5	5	5	5.00	Add/adjust tax deductions for new employees and for employees with salary increase
	No. of demand letters send to the Faculty/Instructors with penalty for the late submission of grades	Generate and send demand letter per semester to the faculty/instructors who have penalty	150	100%	150	5	5	5	5	5.00	150 demand letters send to Instructors/Faculty for the SY 2023-2024 1st Semesters
	No. of vouchers, RIS and PR's prepared	Prepares vouchers, RIS, PR's and PPMIP with supporting documents needed for the office	5	60%	3	5	5	5	5	5.00	Petty Cash Custodian

Acctg MFO 4: Student Assessment Services

	Number of students of accounts maintained, validated and updated for Graduate, Tertiary and high school students	Prepare Students' Assessment and Payments per semester Compute and post Fees on the Cumulus System Printed, Issue and Validate Temporary Clearance/ Exam Permit. Unlock and lock students' account	21,887 students								Turn-over to M. Sabando
			1505 accounts								Turn-over to M. Sabando
			1505 accounts								Turn-over to M. Sabando
		Monitor payment and accounts' receivable of High School	400 students								Turn-over to M. Sabando
		Maintain Accounts of Students	10,000 old account								Turn-over to M. Sabando
		Prepare billing statement of scholars	100 scholars	112%	112 scholars	5	5	5	5	5.00	92 DOST scholars and 20 VSU Scholars were billed and deducted the payments to their accounts

Number of quarterly Reports of Accounts Receivable, Monthly Report of Collection (per School Year) and Breakdown of Assessment per Semester prepared.	Generate and prepares quarterly report of Account Receivable and monthly report of collection (per school year and semester)	61 reports of accounts by semester						Turn-over to M. Sabando
	Verifies and prepares monthly report of In-bank collection	9 reports of collection						Turn-over to M. Sabando
Number of monthly Report of In-bank collection prepared	countersign university clearance/Readmission	2000 documents						Turn-over to M. Sabando
	prepare and issued certification of fees as requested	383 documents						Turn-over to M. Sabando
Total Over-all Rating			92	94	91	92.33		

Total Over-all Rating	92.33
Average Rating (Total Over-all rating divided by # of entries)	4.86
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.86
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:
 Dependable and Responsive. Efficient in accomplishing her tasks. To attend training for records keeping, updates on Accounting system, Income Taxation, and other taxation updates.

Evaluated and Rated by:

Recommending Approval:

Approved:


NICK FREDDY R. BELLO

OIC-Head, Accounting Office

Date: July 25, 2024


LOUELLA C. AMPAC

Director, Financial Management Office

Date: July 25, 2024


ELWIN JAY V. YU

Vice Pres. for Admin and Finance

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2024

Name of Staff: **JENNIFER G. TINAJA**

Position: Adm. 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				

Vision:

A globally competitive university for science, technology, and environmental conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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					4.917				

Overall recommendation : Keep up the good work.


NICK FREDDY R. BELLO
 OIC-Head, Accounting Office



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **JENNIFER G. TINAJA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.86	70%	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.917	30%	1.48
TOTAL NUMERICAL RATING			4.88

TOTAL NUMERICAL RATING: 4.88

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING

4.88

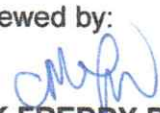
ADJECTIVAL RATING:

Outstanding

Prepared by:


JENNIFER G. TINAJA
Adm. Aide III

Reviewed by:


NICK FREDDY R. BELLO
OIC-Head, Accounting Office

Recommending Approval:


LOUELLA C. AMPAC
Director, Financial Management Office

Approved:


ELWIN JAY V. YU
Vice President for Administration and Finance

PERFORMANCE MONITORING FORM

Name of Employee: JENNIFER G. TINAJA

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplished	Actual Date Accomplished	Quality of Output*	Over-all Assessment of Output**	Remarks/ Recommendation
1	Assist and perform the functions of the Documents and Records	Accomplished all ISO Requirements	Daily as needs arises	Daily	Daily	Very Impressive	Outstanding	
2	Posts salaries, honorarium, overtime, stipend, RATA, etc. of regular staff, & Phil. Carabao Center regular staff in the Index of Payments (IP)	Posted all accounts on Employee's Salary Indexes	Daily	5 minutes per person	5 minutes per person	Very Impressive	Outstanding	Post in the Index using google excel for easy access in monitoring (someone can help/assist as
3	Drafts total expenses for salaries/allowances, etc. of scholars who pursued Master/Doctorate degrees reinstated but not yet graduated	Financial Accountabilities of ungraduated VSU Scholars will be monitored accordingly	Daily as requested	10 minutes per persons	10 minutes per persons	Very Impressive	Outstanding	
4	Journalizes vouchers/payrolls	All vouchers/payroll will be journalized accordingly	Daily as requested	5 minutes per payroll/voucher	5 minutes per payroll/voucher	Very Impressive	Outstanding	
5	Updates employees records in the database (loans, salary	All deductions will be updated to HRIS payroll	Every 1st week of the month	2 days	1 day	Impressive	Very Satisfactory	
6	Countersigns certifications of regular staff with no financial accountability	All certifications will have countersigned once cleared	Daily as needs arises	2 minutes	2 minutes	Very Impressive	Outstanding	
7	Computes withholding tax of regular employees	All taxes of regular employees will be adjusted/updated	Daily	one week	one week	Very Impressive	Outstanding	
8	Prepares and submits Report on Salaries and Allowances Received (ROSA) within the	Submit ROSA to COA within prescribed time	Every end of the Quarter	one week	one week	Impressive	Very Satisfactory	

9	Trains/Assists staff (Students' Account)	Continue to assist student's account	Daily as needs arises/ every end of semesters	Approx. 2 hrs per day	2 hrs per day	Very Impressive	Outstanding	
10	Encodes deduction in the payroll system within the prescribed time	Update deductions within the prescribed time	Every 1st week of the month	2 days	1 day	Very Impressive	Outstanding	
11	Generate and send demand letter per semester to the faculty/instructors who have	All faculty with penalty will received demand letters	100 days after deadline	3 days	3 days	Very Impressive	Outstanding	
12	Prepares vouchers, RIS, PR's and PPMF with supporting documents needed for the office	All supplies needed in the office will be replenished	Once a month/ daily as requested	1 day	1 day	Very Impressive	Outstanding	

impressive, needs improvement, satisfactory, unsatisfactory, poor

Prepared by:


NICK FREDDY R. BELLO
 OIC Head, Accounting Office