



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, RICKY DANN M. FERNANDEZ , 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 July 1 to December 31, 2024.

Prepared by:


RICKY DANN M. FERNANDEZ
 Ratee
 Date: January 24,2025

Approved:


NICK FREDDY R. BELLO
 Head of Unit
 Date: January 24,2025

Rating Equivalents:

- 5 - Outstanding
- 4 - Very Satisfactory
- 3 - Satisfactory
- 2 - Fair
- 1 - Poor

MFO & PAP's	Success Indicators	Tasks Assigned	2024 Target Jan-Dec	Details of Accomplish ment	Rating				Remarks
					Q¹	E²	T³	A⁴	
UMFO5: SUPPORT TO OPERATIONS									
Acctg MFO1: ISO 9001:2015 aligned documents									
	PI1. Number of quality procedures maintained/ prepared/revised	Maintained ISO quality procedures	1	1	5	5	5	5.00	Maintained and continuous compliance to the 1 Registered QP of the office.
	PI2. Number of innovation for improved university operations	Digitalizes of financial document Index using google drive sheets	1	2	5	5	5	5.00	Done : Index of Liquidation of Documents ; Indexes for Petty Cash (to be accomplished in the next half months of the year)
	PI3. Number of best practices achieved	Assists in the drafting / preparation of relevant Memos	1	1	5	5	5	5.00	Issuance of relevant OP/OVPAF Memos for guidance of the concerned employees (e.g. Financial Transaction matters e.g. pre-audit guidelines/ references used)
UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES									
Acctg MFO1: Administration Support Services & Management									
	Customer Friendly	Served clients with courtesy;	100% no	100% no	4	4	4	4.00	100% no complaint; Served
	Number of external	Maintain relationship with	2	2	5	5	5	5.00	Submit reuirements needed by
	Percentage of NCs	Practice ISO standard	Zero	Zero	5	5	5	5.00	No NCs Received
	Percentage of CARs	Practice ISO standard	Zero	Zero	4	5	5	4.67	No CARs Received
Acctg MFO2: Disbursement / Processing Services									
	Number of financial	Pre-Audit Purchase Order and	2,000	2,125	5	4	5	4.67	Pre-audit all PO's and voucher
		Assists in Pre-Audit of payroll	3,000	1,253	5	4	5	4.67	This task was transfered to
		Pre-Audit overtime pay and	200	265	5	4	5	4.67	265 payees of payrolls

		Pre-audited and posted petty	1,500	1,583	5	4	5	4.67	1,583 documents pre-audited
		Journalizes vouchers of travel, supplies/materials and services	2,000	2,687	5	5	5	5.00	Post Journal entry per vouchers
	Number of monitored	Post Cash advance and	500	525	5	4	5	4.67	525 documents monitored for
		Monitoring of partial payment	1,000	1,525	5	5	5	5.00	1525 vouchers for payment to
		Prepare and Release	50	0				-	This task was transfered to
		Transfer of Liquidation Report	500	749	5	5	4	4.67	749 Liquidation Report
Total Over-all Rating				62.00	64	59	63	62.00	

Average Rating (Total Over-all rating divided by # of entries)			4.77
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING			4.77
ADJECTIVAL RATING			Outstanding

Comments & Recommendations for

Development Purpose:

Dependable and Responsive. To attend training related to procurement matters.

Evaluated and Rated by:

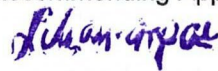


NICK FREDDY R. BELLO

Head, Accounting Office

January 24, 2025

Recommending Approval:



LOUELLA C. AMPAC

Director, Financial Management Office

January 24, 2025

Approved:



MOISES NEIL V. SERINO

Vice Pres. For Admin. & Finance

Date: 01/30/25

1 - quality 2 - efficiency

3 - timeliness

4 - average