

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, 2023.

Prepared by:


RICKY DANN M. FERNANDEZ

Ratee

Date: January 24, 2024

Approved by:


NICK FREDDY R. BELLO

Head of Unit

Date: January 24, 2024

Rating Equivalents:

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

MFO & PAPs	Success Indicators	Task Assigned	JAN-DEC 2023	Percentage of	Details of	Rating				Remarks
			Target	Accomplishmen	Accomplishment	Q¹	E²	T³	A⁴	
UMFO5: SUPPORT TO OPERATIONS										
Acctg MFO1: ISO 9001:2015 aligned documents										
	Number of quality procedures maintained/prepared/revised	Number of documents coded on ISO 9001:2015 standard forms	500	100%	1,149	5	5	5	5	controlled ISO documents
		Posts/Monitor internal and external documents	500	100%	1,149	5	5	5	5	controlled ISO documents
Acctg MFO2: Innovation & best practices services										
	Number of Innovations for Improved University Operations	Digitalizing Liquidation Report Control using google drive sheets	6	100%	6	5	4	5	4.67	store in google drive
	Number of best practices achieved	Number of reminders via Internet Protocol (IP) phone	6	100%	6	5	4	5	4.67	use as needed

UMFO6: 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	5	5	5	5	Clients well served
	Number of external linkages for improved financial management developed/maintained	Maintain relationship with external linkages for improving financial management	2 (Suppliers and COA)	100%	2 (Suppliers and COA)	5	5	5	5	Comply financial requirements
	Percentage of NCs received and acted	Practice ISO standard Requirement	Zero	100%	100% no complaints	5	5	5	5	No NCs received
	Percentage of CARs received and acted	Practice ISO standard Requirement	Zero	100	100% no complaints	5	5	5	5	No CARs received
Acctg MFO2: Disbursement / Processing Services										
	Number of financial documents pre-audited	Pre-Audit PO and payments of supplies/material and services	2,000	100%	1,500	5	5	4	4.67	Pre-audited All documents received
		Pre-Audit payroll for Regular, Casual and Job Order Employees	3,000	100%	3,500	5	4	4	4.33	Pre-audited All documents received
		Pre-Audit overtime pay of VSU regular and casual employees.	200	100%	350	5	5	5	5	Pre-audited All documents received
		Pre-audited and posted travel cash advances and petty cash, reimbursement/replenishment and liquidations	1,500	100%	2,000	5	5	5	5	Pre-audited All documents received
		Journalizes vouchers of travel, supplies/materials and services	2,000	100%	2,500	5	5	5	5	2,500 financial documents

	Number of monitored documents of unliquidated cash advances	Post Cash advance and liquidation of clients on the ledger (Travel, Petty Cash and partial payment of Infrastructure services)	500	100%	300	4	4	5	4.33	Update ledger as needed
		Monitoring of partial payment and warranty of supplies/materials and services	1,000	100%	315	5	5	5	5	315 documents monitored
		Prepare and Release demand/notice request to clients with unliquidated cash advances	50	100%	50	4	4	4	4	Prepared 50 demand letters
		Transfer of Liquidation Report (RAF, IGF, TF & BRF) to Bookkeeping Section	500	100%	350	5	5	5	5	350 documents
Acctg MFO3: Book Keeping Services										
	Number of Quarterly and Terminal Financial Projects Reports with supporting schedules prepared and submitted to funding agencies within the mandated time	Prepare Financial Report of each project								Turn-over to Trust Staffs
		Prepare Schedule of Recapitulated liquidations of each projects								Turn-over to Trust Staffs
		Prepare schedule of accounts payable for each projects								Turn-over to Trust Staffs
		Prepares Liquidation Report of Accounts Payable of the previous Year of each projects								Turn-over to Trust Staffs

		Prepare Terminal Report as projects requires								Turn-over to Trust Staffs
	Number of financial documents obligated	Control Projects/ Releases under NGAS (20201050) funded by DA-BAR, CHED, PCARRD, DENR, DOST & NEDA								Turn-over to Trust Staffs
					Total points:	83	80	82	81.7	
	Total Over-all Rating		81.67							
	Average Rating		4.8							
	Additional points:									
	Approved additional points (with copy of approval) :									
	Final Rating		4.8							
	Adjectival Rating		Outstanding							

Comments & Recommendations for Development Purpose:
Attend training on Accounting Related Activities

Evaluated and Rated by:


NICK FREDDY R. BELLO

OIC-Head, Accounting Office

Date: January 24, 2024

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

Recommending Approval:


LOUELLA C. AMPAC

Director, Financial Management Office

Date: January 25, 2024

Approved:


EDCARDO E. TULIN

Vice Pres. for Admin and Finance

Date: January 25, 2024