

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:

Approval by:

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

JENNIFER G. TINAJA

Ratee

Date: July 25, 2024

NICK FREDDY R. BELLO

Head of Unit

Date: July 25, 2024

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

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	100%	100% no complaints	4	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%	4 External linkages (DOST, LBP, CHED and COA)	50%	2 (DOST,COA)	5	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 turned over to M. Sabando
	Percentage of NCs	Practice ISO standard	Zero	100%	Zero	100%	Zero	5	5	5	5	5.00	No NCs Received
	Percentage of CARs	Practice ISO standard	Zero	100%	Zero	100%	Zero	5	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%	30000	52%	15,645 accounts	5	5	4	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%	50	74%	37	4	5	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%	700	55%	386	5	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%	720	50%	360	5	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%	30	67%	20	5	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%	800	99%	792	5	5	5	5	5.00	Maintain and adjust taxes of 645 regular staffs

	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	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:

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

1 - quality
2 - efficiency

Recommending Approval:

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

3 - timeliness
4 - average

Approved:

ELWIN JAY V. YU
Vice Pres. for Admin and Finance
Date: 7/25/24