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 Q[1]	E[2]	T[3]	A[4]	Remarks
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	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	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	5.00	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	5.00	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	5.00	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 PPMP with supporting documents needed for the office	5	60%	3	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	21,887 students							Turn-over to M. Sabando
		Compute and post Fees on the Cumulus System	1505 accounts							Turn-over to M. Sabando
		Printed, Issue and Validate Temporary Clearance/ Exam Permit. Unlock and lock students' account	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 schola	100 scholars	112%	112 scholars	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:

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

Recommending Approval:

LOUELLA C. AMPAC
Director, Financial Management Office
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