


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **GILLY MAE S. ESCASINAS**, 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:

Approval:


GILLY MAE S. ESCASINAS
Ratee


NICK FREDDY R. BELLO
Head of Unit

Date: _____

MFO & PAPs	Success Indicators	Task Assigned	July-December 2023 Target	Percentage 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 practice for maintaining quality procedure	1	100%	197 documents	5	5	5	5.00	Accomplished required documents using accurate forms
Acctg MFO2: Innovation & best practices services										
	PI2. Number of innovation for improved university operations	Continual using of google drive for back up of files	1	100%	45 files	5	5	5	5.00	Keep important files in google drive
	PI3. Number of best practices achieved	Continual use of messenger and emails in updating clients	1	100%	467 sent emails	5	5	5	5.00	Immediate response for different inquiries

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%	100%	100%	4	5	5	4.67	Issued Customer Feedback Form to clients
	Number of external linkages for improved financial management developed/ maintained	Facilitates external linkages for the improvement of financial transactions	2 (DBM and CHED)	100%	4 Billings	5	5	5	5.00	Accomplished required Billing Report
	Percentage of NCs received and acted	Practice ISO standard Requirement	Zero	100%	0%	5	5	5	5.00	No NC received and acted
	Percentage of CARs received and acted	Practice ISO standard Requirement	Zero	100%	0%	5	5	5	5.00	No CARs received and acted
Acctg MFO 4: Student Assessment Services										
	PI 1: Number of accounts recorded and updated for High School Students	Post payment of High School Students	400 students per School Year	100%	400 students	5	5	5	5.00	Continual posting of payments
Acctg MFO 5:Free Higher Education (FHE) and TES/TDP Services										
	PI 1: Number of Tuition and Other School Fees billing prepared and submitted to DBM/CHED.	Prepare FHE Billing Details in every Semester and provide needed Billing data for AACUP	100% (4 billings - 1st Sem and Summer TOSF, Admission-Billing & Graduation Billing)	100%	4 billings - 1st Sem and Summer TOSF, Admission Billing & Graduation Billing	5	5	4	4.67	Prepared FHE Billing Details for Summer, Graduation and First Sem, 2022-2023 and provide needed Billing data for AACUP
	PI 2: Number of TES/TDP grants distributed to the beneficiaries.	Bill TES and TDP-TES in every Semester, prepare the payroll for TES and TDP-TES grant, assist in releasing of grants, and prepare for the Liquidation Report of the released grants.	100 % (623 students per semester)	100%	TES - 347 students TDP - 276 students	5	4	5	4.67	Billed TES and TDP-TES in 2nd Sem, prepared payroll, assisted in releasing, and prepared for the Liquidation Report of the released grants.
						49	49	49	49	

Total Over-all Rating		49.00
Average Rating (Total Over-all rating divided by # of entries)		4.90
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.90
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Evaluated and Rated by:

NICK FREDDY R. BELLO

OIC-Head, Accounting Office

Date: _____

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