

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 January 1 to June 30, 2024.

Prepared by:

RICKY DANN M. FERNANDEZ

Ratee

Date: July 25,2024

Approved:

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 & 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 Frontline Service	Served clients with courtesy; immediate response to client needs and inquiries	100% no complaints	100% no complaints	4	4	4	4.00	100% no complaint; Served clients with courtesy; immediate response to client needs and inquiries
	Number of external linkages for improved financial management developed/maintained	Maintain relationship with external linkages for improving financial management	2 (Suppliers and COA)	2	5	5	5	5.00	Submit requirements needed by suppliers and COA

	Percentage of NCs received and acted	Practice ISO standard Requirement	Zero	Zero	5	5	5	5.00	No NCs Received
	Percentage of CARs received and acted	Practice ISO standard Requirement	Zero	Zero	5	5	5	5.00	No CARs Received
Acctg MFO2: Disbursement / Processing Services									
	Number of financial documents pre-audited	Pre-Audit Purchase Order and Voucher of payments of supplies/material and services	2,000	1,578	5	4	5	4.67	Pre-audit all PO's and voucher received
		Assists in Pre-Audit of payroll for Regular, Casual and Job Order Employees	3,000	2,426	5	4	5	4.67	This task was transfered to Miss Valerie Vergis on March 2024
		Pre-Audit overtime pay of VSU regular and casual employees.	200	15	5	4	5	4.67	January 2024 audit, this task happen in the latter quarter of the year
		Pre-audited and posted petty cash/travel cash advances, reimbursement/replenishment and liquidations	1,500	1,485	5	4	5	4.67	1,485 documents pre-audited and posted
		Journalizes vouchers of travel, supplies/materials and services	2,000	4,755	5	5	5	5.00	Post Journal entry per vouchers
	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 Infastructure services)	500	250	5	5	5	5.00	500 documents monitored for cash advances and liquidation report
		Monitoring of partial payment and warranty of supplies/ materials and services.	1,000	960	5	4	5	4.67	960 vouchers for payment to suppliers
		Prepare and Release demand/notice request to clients with unliquidated cash advances	50	0				-	This task was transfered to Miss Valerie Vergis
		Transfer of Liquidation Report (RAF, IGF, TF & BRF) to Bookkeeping Section	500	365	5	5	5	5.00	365 Liquidation Report transferred to book-keeping
Total Over-all Rating				62.33	64	59	64	62.33	

Average Rating (Total Over-all rating divided by # of entries)		4.79
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.79
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

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: _____

1 - quality

2 - efficiency

3 - timeliness

4 - average