



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **CHIZKA MAE S. MARTINEZ**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.74	70%	3.318
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
<b>TOTAL NUMERICAL RATING</b>			<b>4.767</b>

TOTAL NUMERICAL RATING: **4.767**

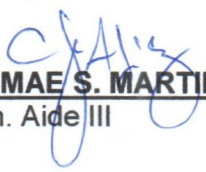
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.767**


FINAL NUMERICAL RATING **4.767**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

  
**CHIZKA MAE S. MARTINEZ**  
Admin. Aide III

Reviewed by:

  
**NICK FREDDY R. BELLO**  
OIC-Head, Accounting Office

Recommending Approval:

  
**LOUELLA C. AMPAC**  
Director, Financial Management Office

Approved:

  
**DANIEL LESLIE S. TAN**  
Vice President for Administration and Finance

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CHIZKA MAE S. MARTINEZ, staff of the Office of the Head of Accounting 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, 2022.

**CHIZKA MAE S. MARTINEZ**

Ratee

Approved:

**NICK FREDDY R. BELLO**

Head of Unit

## Rating Equivalents:

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

MFOs/PAFs	Success Indicator	Tasks Assigned	Target Jan-June. 2022	Accomplishment		Rating				Remarks
				Actual Accomplishment	Percentage	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
OP MFO 2: Administrative services										
Legal Office MFO 1: Administrative and Support Services Management										
PI 1: Efficient legal services management	A1. Efficient and customer friendly assistance	T1: Entertains clients needs promptly, efficiently and effectively	no complaint	no complaint	100%	5	5	5	5	100% no complaint; Served clients with courtesy; immediate response to client needs and inquiries
	Number of documents acted upon on time & monitored	T2: Prepares DTR of the Chief Legal Officer	6	3	50%	5	5	5	5	January and February DTR of the Chief Legal Officer prepared. Transferred to Office of the Head of Accounting last March 3, 2022
P1 2. Number of office OPCR and IPCR prepared, reproduced and submitted	Approved OPCR & IPCR	T3: Prepared, encoded, reproduced and Submitted OPCR& IPCR	2	4	200%	5	5	4	4.67	OPCR 2022 Jan-DecTarget and IPCR 2022 Jan-Dec 2022 prepared, encoded and submitted OPCR 2021 July-Dec Accompl. and IPCR 2021 July-Dec 2021 prepared, encoded and submitted
On Communications	Communications given to other offices	T4: Drafted and Forwarded communication letters to other offices per instruction of the Data Protection Officer	20	6	30%	4	5	5	4.67	6 communication letters drafted and forwarded to other offices. Transferred to Office of the Head of Accounting last March 3, 2022
On other documents asked for Compliance	Submitted Documents to ODQA needing it compliant to ISO Standard	T5: Prepared the documents for submission to ODQA needing it compliant to ISO Standard	2	2	100%	5	5	5	5	Jan and Feb QRM, 1 GOOI




	A2. Data Protection Officer's opinions/ comments preparation	T6: Facilitated issuance of opinions/ rulings/comments by the Data Protection Officer	150	69	46%	5	5	5	5	69 opinions/ rulings/ comment facilitated transferred to Office of the Head of Accounting last March 3, 2022
	A.3: Counseling/ consultancy services	T7: Assist the Head of Office in extending counseling and/or consultancy services to faculty, staff and students.	20	12	60%	5	5	5	5	12 faculty/ staff/ students assisted. Transferred to Office of the Head of Accounting last March 3, 2022
<b>Legal Office MFO 2: Legal Documents Preparations</b>										
<b>PI 2: Efficient preparation of legal documents</b>	A.6 Review/ Notarization of legal documents	T11: Facilitated legal documents (SALN, CSC Form re: no pending case, etc)	300	567	189%	5	5	5	5	567 SALN/ PDS/ No pending cases facilitated
<b>Legal Office MFO 3: Legal information/dissemination services</b>										
<b>PI 3: Conduct of trainings/lectures/orientation seminars</b>	A7. Lectures/seminars conducted/facilitated	T8: Coordinated with ODAHRD and VSU External Campuses for scheduling of lectures/seminars to be conducted by the Data Protection Officer	2	2	100%	5	5	5	5	DPA and Safe Spaces Act seminar
		T9: Drafted Powerpoint Presentation for lectures/seminars to be conducted by the Legal Officer	3	2	67%	5	5	5	5	DATA PRIVACY ACT OF 2012 REPUBLIC ACT 10173 & Safe Spaces Act REPUBLIC ACT 11313 drafted ppt for lecture/ seminar. Transferred to Office of the Head of Accounting last March 3, 2022
<b>Legal Office MFO 4: Land management &amp; monitoring services</b>										
<b>PI 4: Settlement of land problems</b>	A8. Invites squatters/ complainant for verification/settlement	T10:Maintains files of documents/supporting papers for application for special patent.	1	1	100%	5	5	5	5	follow up on the application of special patent of external campus
<b>Legal Office MFO 5: Implementation of Anti-Red Tape Law</b>										
	A9. Citizen's Charter Updating	T11: No. of Citizen's Charter updated/revisited	10	7	70%	5	5	5	5	updated/ revisited 7 citizen's charter for the submission to ARTA. Transferred to Office of the Head of Accounting last March 3, 2022




MFOs/PAFs	Success Indicator	Tasks Assigned	Target Jan-June. 2022	Accomplishment		Rating				Remarks
				Actual Accomplishment	Percentage	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO5: SUPPORT TO OPERATIONS										
OVPAF MFO2: Financial Services and Management										
ODF MFO2: Accounting Services										
Acctg MFO1: ISO 9001:2015 aligned documents										
	PI1. Number of quality procedures prepared/revised	Assists in preparing/revising quality procedures	1	0.5	50%	5	5	5	5	Accomplished 50% of new procedure manual
	No. of documents coded based on ISO 9001:2015 standard forms	Codes documents	150	220	147%	5	5	5	5	220 coded documents
	No. of internal and external documents posted/monitored	Posts/monitors internal and external documents	250	261	104%	4	5	5	4.67	261 posted/monitored internal and external documents
Acctg MFO2: Innovation & best practices services										
	PI2. Number of innovation for improved university operations	Assists in the scanning and uploading the files	1	1	100%	5	5	5	5	Google drive backup files
	PI3. Number of best practices achieved	Prepares and submits financial documents	1	1	100%	5	5	5	5	timely submission of financial documents
UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES										
OVPAF MFO2: Financial Services and Management										
ODF MFO2: Accounting Services										
Acctg MFO1: Administration Support Services & Management										
	PI1. Customer Friendly Service	Serves client with courtesy; immediate response to client needs and inquiries	100% no complaint	100% no complaint	100% no complaint	5	5	5	5	100% no complaint; Served clients with courtesy; immediate response to client needs and inquiries
	PI2. Number of external linkages for improved financial management developed/ maintained	Facilitates external linkages for the improvement of financial transactions	6	6	100%	5	5	5	5	6 external linkages (PCC, GSIS, BIR, PHILHEALTH, PAG-IBIG & VSUCC)
Acctg MFO2: Disbursement / Processing Services										
	No. of summary from payroll encoded error free	Encodes summary from payroll error free	250	480	192%	5	5	5	5	Regular, PCC, Casual payroll
	No. of entries encoded error free	Encodes individual remittances of premiums and loan repayments to agency's database (GSIS, Philhealth, HDMF, BIR, LBP and others)	20,000	31,280	156%	5	4	5	4.67	31, 280 individual remittances of premiums and loan repayments remitted to concered agency

	No. of Tax Remittance Advice (TRA) prepared/consolidated within mandated time	Prepares/Consolidates Tax Remittance Advice (TRA) within mandated time	4	4	100%	5	4	5	4.67	1 TRA for 5 campuses per month (VSU Main, Alang-alang, Isabel, Tolosa and Villaba)
	No. of fund type monitored for BIR remittances	Monitors fund type for BIR remittances	7	7	100%	4	5	5	4.67	7 fund types (101 GF, 101T, 164 STF, 161 IGP, PCC, VSU PhilHealth Prof. fees, VSU Philhealth)
	No. of remittance list per fund prepared within mandated time	Prepares monthly consolidated remittance list to various agencies as supporting documents	250	413	165%	5	5	5	5	413 monthly consolidated remittance list
	No. of vouchers for remittances prepared error free (journalizing accounting entry included)	Prepares disbursement vouchers for remittances to different agencies	250	160	64%	5	5	5	5	transferred to Office of the Head of Accounting last March 3, 2022
	No. of Obligation Request and Status (ORS) or Budget Utilization Request & Status (BURS) prepared error free	Prepares Obligation Request and Status (ORS) or Budget Utilization Request and Status (BURS)	100	236	236%	5	5	5	5	236 Obligation Request and Status (ORS) or Budget Utilization Request and Status (BURS)
	No. of BIR quarterly report prepared	Prepares BIR quarterly report	2	2	100%	4	5	5	4.67	2 quarterly reports
						131.00	133.00	134.00	132.67	<b>Comments &amp; Recommendations for Development Purpose:</b> To attend trainings relevant to functions.
<b>Total Over-all Rating</b>						<b>132.67</b>				
<b>Average Rating</b>						<b>4.74</b>				
Additional points:										
Approved additional points (with copy of approval) :										
<b>Final Rating</b>						<b>4.74</b>				
<b>Adjectival Rating</b>						<b>Outstanding</b>				

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

Evaluated and Rated by:   
**NICK FREDDY R. BELLO**  
 OIC-Head, Accounting Office  
 Date: \_\_\_\_\_

Recommending Approval:   
**LOUELLA C. AMPAC**  
 Director, Financial Management Office  
 Date: \_\_\_\_\_

Approved:   
**DANIEL LESLIE S. TAN**  
 VP for Administration and Finance  
 Date: \_\_\_\_\_



## Exhibit I

## PERFORMANCE MONITORING FORM

Name of Employee: **CHIZKA MAE S. MARTINEZ**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Encodes summary from payroll error free	Summary from Payroll	Monthly (after processing of payroll)	2 working days after the date assigned	After 2 working days	Very Impressive	Outstanding	
2	Encodes individual remittances of premiums and loan repayments to agency's database (GSIS, Philhealth, HDMF, BIR, LBP and others)	Individual remittances of premiums and loan payments	Monthly (after encoding the payroll summary)	10 working days after the date assigned (all remittances)	10 <sup>th</sup> of the next month	Very Impressive	Outstanding	
3	Prepares/Consolidates Tax Remittance Advice (TRA) within mandated time	Tax Remittance Advice (TRA)	Monthly (1 <sup>st</sup> day of the next month)	5 working days	5 <sup>th</sup> of the next month	Impressive	Very Satisfactory	
4	Monitors fund type for BIR remittances	BIR Remittances Fund Type	Monthly	Monthly	10 <sup>th</sup> of the next month	Impressive	Outstanding	
5	Prepares monthly consolidated remittance list to various agencies as supporting documents	monthly consolidated remittance list to various agencies	Monthly (after encoding the payroll summary)	10 working days after the date assigned (all remittances)	10 <sup>th</sup> of the next month	Impressive	Outstanding	
6	Prepares disbursement vouchers for remittances to different agencies	disbursement vouchers for remittances	Monthly (after preparing the remittance list)	1 working day after the date assigned (all remittances)	10 <sup>th</sup> of the next month	Very Impressive	Outstanding	
7	Prepares Obligation Request and Status (ORS) or Budget Utilization Request and Status (BURS)	Obligation Request and Status (ORS) or Budget Utilization Request and Status (BURS)	Monthly (after preparing the remittance list)	1 working day after the date assigned (all remittances)	10 <sup>th</sup> of the next month	Very Impressive	Outstanding	
8	Prepares BIR quarterly report	BIR quarterly report	Quarterly	2 working days	10 <sup>th</sup> of the next month	Impressive	Outstanding	

9	Prepares Annual Information Return of Income Tax withheld on Compensation and Final Withholding Tax(2307 & 2316)	Annual Information Return of Income Tax withheld on Compensation & Final Withholding Tax(2307 & 2316)	Annually	1 month	Last working day of the following month of the year	Impressive	Very Satisfactory	
11	Prepares/Issues/Maintains/Retrieves/ Controls documents and records	Prepared/Issued/Maintained/Retrieved/ Controlled documents and records						
12	Do other tasks given by the Unit Head							

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

**NICK FREDDY R. BELLO**  
Unit Head





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **Jan. 1-June 30, 2022**

Name of Staff: Chizka Mae S. Martinez

Position: Admin. Aide III

**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score		JB				



<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	Scale				
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2. Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1
3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
Total Score					N/A
Average Score					4.83

Overall recommendation : \_\_\_\_\_



**NICK FREDDY R. BELLO**  
OIC-Head, Office of the Head of Accounting

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **CHIZKA MAE S. MARTINEZ**

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: March 1

Target Date: June 2022

First Step:

Training on financial management

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Result:

Improved performance

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Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:

Recommend for Promotion

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Outcome: \_\_\_\_\_

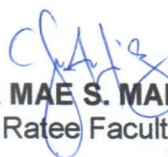
Final Step/Recommendation:

Prepared by:



**NICK FREDDY R. BELLO**  
Immediate Supervisor

Conforme:



**CHIZKA MAE S. MARTINEZ**  
Name of Ratee Faculty/Staff