



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

**Annex P**

Name of Administrative Staff: **JUBEMARIE E. POSAS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.84	70%	3.39
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
<b>TOTAL NUMERICAL RATING</b>			<b>4.76</b>

TOTAL NUMERICAL RATING: **4.76**

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING **4.76**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

  
**JUBEMARIE E. POSAS**  
Adm. Aide III

Reviewed by:

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

Recommending Approval:

  
**LOUELLA C. AMPAC** 1/10/24  
Director, Financial Management Office

Approved:

  
**EDGARDO E. TULIN** 1/10/24  
Vice President for Administration and Finance

# **INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **JUBEMARIE E. POSAS**, 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 - December 30, 2023**.

Prepared by:

**JUBEMARIE E. POSAS**

Ratee

Date: January 12, 2024

Approval:

**NICK FREDDY R. BELLO**

Head of Unit

Date: January 12, 2024

**Rating Equivalents:**

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

MFO & PAPs	Success Indicators	Tasks Assigned	Target (July 1 - Dec 31, 2023)	Percentage (%) of Accomplishment	Actual Accomplishment	Rating				Remarks
						Q¹	E²	T³	A⁴	
UMFO5: SUPPORT TO OPERATIONS										
Acctg MFO1: ISO 9001:2015 aligned documents										
	PI1. Number of Revised Charts prepared	Assists in preparing/revising Charts	2	100.00%	2.00	5	5	5	5.00	Accomplished the revised Organizational Chart and Functional Chart
	PI1. Number of ISO form documents filed	Assists in filling the ISO form documents	247	100.00%	247.00	5	5	4	4.67	Organized the ISO form documents
Acctg MFO2: Innovation & best practices services										
	PI2. Number of innovation for improved university operations	Assists in the scanning and uploading the files	1	100.00%	1	5	5	5	5.00	Continuous usage of google drive as backup storage.
	PI3. Number of best practices achieved	Process immediately the financial documents as long as funds is available	1	100.00%	1	5	5	5	5.00	100% no complaint, processed documents within mandated time
UMFO6: GENERAL ADMINISTRATION SUPPORT 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	100.00%	100% no complaint	5	5	5	5.00	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	100.00%	6	5	5	5	5.00	6 external linkages (COA, DOST, PCAARRD, DA-BAR, CHED & DOH)
Acctg MFO2: Disbursement / Processing Services										
	Number. of projects controlled error free	Control Project/Releases under NGAS (20201050) funded by DA-BAR, CHED, PCARRD & DOST	24	116.67%	28	5	5	5	5.00	Controlled 28 Projects under NGAS
		Control Project/Releases under Trust Liabilities (20401010)	54	103.70%	56	5	5	5	5.00	Controlled 56 projects under Trust Liabilities



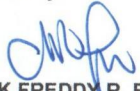
	Number of financial documents Obligated right after the receipt of documents	Obligates vouchers, payrolls, & PO's, RIS under NGAS accounts and Trust Liabilities (4 copies each document)	350	88.00%	308	5	5	5	5.00	Obligates 308 (with 4 copies each) documents as of November 2023
	Number of financial documents recorded (earmarks) right after the receipt of documents	Earmarks PR's, Contracts, Honorarium, Appointments under NGAS and Trust Liabilities accounts	17	100.00%	17	5	5	5	5.00	Earmarks 17 documents
	No. of vouchers/payrolls journalized right after the receipt of documents	Journalizes vouchers/payrolls (3 copies)	350	86.57%	303	5	5	5	5.00	303 vouchers/ payrolls
	No. of entries posted right after being obligated	Encode/record the obligated voucher, payrolls & PO's , under NGAS accounts and Trust Liabilities in each project files	350	88.00%	308	5	5	5	5.00	Records 308 document entries in each project files
	No. of entries posted in Trust BAOM System	Encode the obligated voucher, payrolls & PO's , under NGAS accounts and Trust Liabilities in the Trust BAOM	350	88.00%	308	5	5	5	5.00	Encodes 308 document entries in Trust BAOM
	Number of quarterly and terminal financial project reports with supporting schedules prepared and submitted to funding agencies within the mandated time	Prepare Financial Report of each project	12	108.33%	13	5	4	4	4.33	Accomplished 12 financial reports
		Prepares schedule of recapitulated liquidations of each projects	12	108.33%	13	5	4	4	4.33	Accomplished 12 recapitulated liquidations of each projects
		Prepares schedule of accounts payable for each projects	12	108.33%	13	5	4	4	4.33	Accomplished 12 schedule of accounts payable for each projects
		Prepare Terminal Report as project requires	1	100.00%	1	5	4	4	4.33	Accomplished 1 Terminal Report
	Number of LDDAP and Checks generated in Cash BAOM system	Generates monthly LDDAP and Checks in Cash BAOM system for the preparation of monthly disbursements	367	83.65%	307	5	5	5	5.00	Genarates 307 LDDAP & checks for the month of July-Nov 2023
	Number of disbursement reports prepared within the mandated time	Prepares summary of Monthly disbursements for MDS/LDDAP-ADA	6	83.33%	5	5	5	5	5.00	Accomplished the Monthly disbursements for MDS/LDDAP-ADA
					<b>Total points:</b>	<b>95.00</b>	<b>91.00</b>	<b>90.00</b>	<b>92.00</b>	

<b>Total Over-all Rating</b>			<b>92.00</b>
<b>Average Rating</b>			<b>4.84</b>
Additional points:			
Approved additional points (with copy of approval) :			
<b>Final Rating</b>			<b>4.84</b>
<b>Adjectival Rating</b>			<b>Outstanding</b>

**Comments & Recommendations for Development Purpose:**

Attend training on Accounting Related Activities

Evaluated and Rated by:



NICK FREDDY R. BELLO

OIC-Head, Accounting Office

Date: January 12, 2024

1 - quality

2 - efficiency

Recommending Approval:



LOUELLA C. AMPAC

Director, Financial Management Office

Date: 1/16/24

3 - timeliness

4 - average

Approved:



EDGARDO E. TULIN

Vice Pres. for Admin and Finance

Date: 1/16/24





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2023

Name of Staff: JUBEMARIE E. POSAS

Position: Adm. 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		25				



B. Leadership & Management (For supervisors only to be rated by higher supervisor)	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	4.58				

Overall recommendation : for promotion.

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

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JUBEMARIE E. POSAS**

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: 11/15/24

Target Date: November 2024

First Step:

Attend Relevant Training on Accounting related services

Result

Improved performance

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


Next Step:

Recommended for Promotion

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

Final Step/Recommendation:

Prepared by:

  
**NICK FREDDY R. BELLO**  
Immediate Supervisor

Conforme:

  
**JUBEMARIE E. POSAS**  
Name of Ratee Faculty/Staff