



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **NORIETA B. BUSTILLO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.79	70%	3.353
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
TOTAL NUMERICAL RATING			4.802

TOTAL NUMERICAL RATING: **4.802**


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.802**


FINAL NUMERICAL RATING **4.802**

ADJECTIVAL RATING: **Outstanding**

Prepared by:


NORIETA B. BUSTILLO
Admin. Aide VI

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, **Norieta B. Bustillo**, 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, 2022**.


NORIETA B. BUSTILLO
Ratee



NICK FREDDY R. BELLO
Head of Unit

NO.	MFO & PAPs	Success Indicators	Task Assigned	Jan-June 2022 Target	Percentage of Accomplishments	Details of Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
ACCTG. MFO 1	Administrative & Support Services & Management (January-February, 2022)	No. of external linkages for improved financial management developed/maintained	COA, GSIS, BIR, PHIL HEALTH, PAG-IBIG, and LBP	6 External Linkages	100%	6	5	5	5	5.00	
		Customer Friendly Service	Served clients with courtesy; immediate response to client needs and inquiries	100% no complaint	100%	no complaint	5	5	5	5.00	100% no complaint; served clients with courtesy; immediate response to client needs and inquiries
ACCTG. MFO 2	Disbursement/ Processing Services (January-February, 2022)	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 of Payments (IP)	3,000	42%	1,265	5	5	4	4.67	
		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	10	30%	3	5	5	4	4.67	
		No. of vouchers/payrolls journalized right after the receipt of documents	Journalizes vouchers/payrolls	30	107%	32	5	5	5	5.00	
		No. of records updated error free	Updates employees records in the database (loans, salary increase, change of status, etc.)	720	33%	240	5	5	4	4.67	
		No. of documents processed within 3 days after receipt	Processes updates of records to Philhealth & Pagibig	25	80%	20	5	5	4	4.67	
		No. of staff cleared error free	Countersigns clearance of regular staff	10	220%	22	5	5	5	5.00	
		No. of regular employees	Computes withholding tax of regular employees	800	41%	330	5	5	5	5.00	

		No. of vouchers, RIS and PR's prepared	Prepares vouchers, RIS, PR's and annual PPMP with supporting documents needed for the office as petty cashier	2	350%	7	5	5	5	5.00	
ACCTG. MFO 3	Bookkeeping Services (March-June, 2022)	No. of transactions encoded/recorded	Encodes & records entries to BAOM under Fuind Cluster 05- Internally Generated Funds	3,258 entries encoded & recorded	369%	12,032	5	5	4	4.67	
		No. of entries consolidated	Consolidates Check Disbursement Journals (CKDJ) for Main Campus under Fund Cluster 05-IGF	425	136%	576	5	5	4	4.67	
		No. of entries consolidated	Consolidates Cash Receipts Journals (CRJ), Cash Disbursements Journals (CDJ) & Check Disbursement Journals (CKDJ) for satellite campuses under Fund Cluster 05	215	225%	483	5	5	4	4.67	
		No. of transactions posted	Posts transactions to GL & SL for main campus & satellite campus	1,165 entries	230%	2,680 entries	5	5	4	4.67	
		No. of General Journals prepared	Prepares General Journals & Journal Entry Vocher for FC 05	198	300%	594	5	5	4	4.67	
		No. of Accounts maintained and posted	Maintains and posts to subsidiary ledgers for cash advances and cash accounts	22	191%	42	5	5	4	4.67	
		No. of entries for Liquidation reports prepared	Prepares liquidation summary reports for Fund Cluster (05)	25	116%	29	5	5	4	4.67	
		No. of Trial balance prepared within mandated trime	Prepares monthly Trial Balance for Fund Cluster 05 - Internally Generated Funds	6	100%	6	5	5	4	4.67	
		No. of Schedules and Aging Prepared	Prepares Schedules and Aging of Cash Advances, Accounts Payables, Other Payables, Accounts Receivables, Other Receivables, Due to & Due from officers and Employees Etc	20	130%	26	5	5	4	4.67	
		No. of Financial Statements prepared	Prepares Financial Statements for submission to COA, DBM and other related gov't. agencies for FC 05- IGF	10	100%	10	5	5	4	4.67	
		No. of summary for disbursements prepared	Prepares Summary of Quaterly Disbursement prepared under FC 05 IGF	4	100%	4	5	5	5	5.00	
		No of transmittal prepared (STF-Plain & STF-Cebu)	Prepares, transmittal of reports for disbursementl journals and financial reports for submission to COA	6	100%	6	5	5	4	4.67	


		No. of Financial Statements prepared within the mandated time	Prepares Financial Statements for submission to COA, DBM,GAS and other concerned agencies	10	100%	10	5	5	4	4.67	
ACCTG. MFO 4	Innovation & Best Practices Services or Continual Improvement and Management Services	No. of innovations for improved university operations	Assists in innovations pf the improvement of university operations	1	100%	1	5	5	5	5.00	use of IP messenger in informing depts./offices for the returned documents with difficiencies
		No. of best practices achieved	Assists in best practices achieved	1	100%	1	5	5	5	5.00	
Total Over-all Rating:							125	125	109	119.67	
Average Rating (Total Over-all rating divided by # of entries)						4.79	Comments & Recommendations for Development Purpose: To attend trainings relevant to functions.				
Additional Points:											
Punctuality											
Approved Additional points (with copy of approval)											
FINAL RATING						4.79					
ADJECTIVAL RATING						Outstanding					

Eva;uated 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
 Vice Pres. For Admin and Finance

Date: _____

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

PERFORMANCE MONITORING FORM

Name of Employee: NORIETA B. BUSTILLO

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
JANUARY - FEBRUARY, 2022								
1	Posting of salaries, honorarium, overtime, RATA, etc. of regular staff & Phil. Carabao Center regular staff in the index of payments	Payrolls received, posted and release	per quincena	3 days after receipt	2 & 1½ days	Very Impressive	Outstanding	
2	Prepared drafts of all deductions for remittances.	prepares drafts of all deductions	after posting of payroll	5 days	3 days	Very Impressive	Outstanding	
3	Updates employees records in the data base (loans, salary increase change of status, etc.)	updates records in the data base	daily	2 days	1 day	Impressive	Very Satisfactory	
4	Computes total expenses (salaries & allowances, etc) for scholars who pursued MS/Doctorate degree reinstated but not yet graduated	computed expenses	annual	3 days	1 day	Very Impressive	Outstanding	
5	Computes withholding tax for faculty & staff	computed taxes	monthly	5 days	3 days	Very Impressive	Outstanding	
6	Countersigned clearance of regular staff	countersigns clearance	daily	daily	daily	Very Impressive	Outstanding	
7	Prepares vouchers, RIS, PR's, and annual PPMP	prepared vouchers/PPMP	monthly	after receipt	1 day	Very Impressive	Outstanding	
MARCH-JUNE, 2022								
8	Encodes & records entries to BAOM under Fund Cluster 05-Internally Generated Funds	Encoded & recorded entries to BAOM for FC 05 IGF.	Daily encoding	the day the documents are received	right after documents are received	Very impressive	Outstanding	
9	Consolidates Check Disbursement Journals (CKDJ) for Main Campus under Fund Cluster 05-IGF	Consolidated CKDJ for FC-05 IGF	Monthly	4 working days after completion of reports	2 working days after completion of reports	Impressive	Very Satisfactory	
10	Consolidates Cash Receipts Journals (CRJ), Cash Disbursements Journals (CDJ) & Check Disbursement Journals (CKDJ) for satellite campuses under Fund Cluster 05	Consolidated all transactions for CSI's for Internally Generated Fund	Monthly	2 working days after CRJ, CDJ & CKDJ and JEV are prepared	1 working days after CRJ, CDJ & CKDJ and JEV are prepared	Very impressive	Outstanding	
11	Posts transactions to GL & SL for main campus & satellite campus	Posted transactions to General and Subsidiary Ledgers for IGF	Monthly	the day the reports are received	right after the reports are received	Very impressive	Outstanding	

12	Prepares General Journals & Journal Entry Voucher for FC 05	Prepared General Journals and journal entry voucher for IGF	Monthly	2 days after sorting all the supporting documents	1 day after sorting all the supporting documents	Impressive	Very Satisfactory	
13	Maintains and posts to subsidiary ledgers for cash advances and cash accounts	Maintained and post to SL for cash advances and cash in bank accounts for IGF	Monthly	4 working days after completion of reports	2 working days after completion of reports	Impressive	Outstanding	
14	Prepares liquidation summary reports for Fund Cluster (05)	Prepared liquidation of summary report for IGF	Monthly	4 working days after completion of reports	2 working days after completion of reports	Impressive	Very Satisfactory	
15	Prepares monthly Trial Balance for Fund Cluster 05 - Internally Generated Funds	Prepared Trial Balance for Internally Generated Funds	Monthly	10 days after consolidating posting & preparing all the necessary transactions.	5 days after consolidating posting & preparing all the necessary transactions.	Very impressive	Outstanding	
16	Prepares Schedules and Aging of Cash Advances, Accounts Payables, Other Payables, Accounts Receivables, Other Receivables, Due to & Due from officers and Employees. Etc	Prepared schedule of Cash Advances, A/P, Other Payables, A/R, Other Rec., Due from and Due to Officers and Employees for IGF.	Quarterly	6 days after posting subsidiary ledger	4 days after posting subsidiary ledger	Very impressive	Outstanding	
17	Prepares Financial Statements for submission to COA, DBM and other related gov't. agencies for FC 05- IGF	Prepared FS for submission to COA, DBM, GAS for FC 05	Quarterly	3 days after posting General ledger	2 days after posting General ledger	Very impressive	Outstanding	
18	Prepares Summary of Quaterly Disbursement prepared under FC 05 IGF	Prepared Summary of Quaterly disbursements for IGF	Quarterly	3 days after posting General ledger	2 days after posting General ledger	Very impressive	Outstanding	
19	Prepares, transmittal of reports for disbursementl journals and financial reports for submission to COA	Prepared transmittal reports and disbursement journals	Monthly	1 day after Financial Reports prepared	right after Financial Reports prepared	Very impressive	Outstanding	

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

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

Prepared by:



NICK FREDDY R. BELLO
OIC-Head, Accounting Office



Instrument for Performance Effectiveness of Administrative Staff

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

Name of Staff: **Norieta B. Bustillo**

Position: **Admin. Aide VI**

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		58				
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		4.83				

Overall recommendation : _____

NICK FREDDY R. BELLO

OIC-Head, Office of the Head of Accounting

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **NORIETA B. BUSTILLO**

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 1 Target Date: June, 2022

First Step:

Attend training on financial management

Result:

Improved Performance

Date: _____ Target Date: _____

Next Step:

Recommend for promotion

Outcome: _____

Final Step/Recommendation:

Prepared by:


NICK FREDDY R. BELLO
Unit Head

Conforme:


NORIETA B. BUSTILLO
Name of Ratee Faculty/Staff