



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	4.74	70%	3.32
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.75

TOTAL NUMERICAL RATING: 4.75

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING

ADJECTIVAL RATING: 4.75

Outstanding

Prepared by:

NORIETA B. BUSTILLO

Adm. Asst. III

Reviewed by:

NICK FREDDY R. BELLO

OIC-Head, Accounting Office

Recommending Approval:

LOUELLA C. AMPAC

Director, Financial Management Office

Approved:

EDGARDO E. TULIN

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 July 1 to December 31, 2023.

Prepared by:



NORIETA B. BUSTILLO

Ratee

Date: January 24, 2024

Approved by:



NICK FREDDY R. BELLO

Head of Unit

Date: January 24, 2024

Rating Equivalents:

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

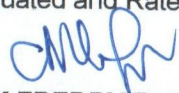
NO.	MFO & PAPs	Success Indicators	Task Assigned	Jan-Dec	Percentage	Details of	Rating				Remarks
				2023	of Accomplishments	Accomplishment					
				Target			Q ¹	E ²	T ³	A ⁴	
UMFO5: SUPPORT TO OPERATIONS											
Acctg MFO1: ISO 9001:2015 aligned documents											
		PI1.Number of quality procedures maintained/prepared/revi sed	Maintain Procedure Manual	100.00%	1	1	5	5	5	5	Processing of Financial Management
Acctg MFO2: Innovation & best practices services											
		PI2. Number of innovation for improved university operations	Assist in the innovation for improved university operation	100.00%	1	1	5	5	5	5	continual use of BAOM system
		PI3. Number of best practices achieved	Assist and apply the best practices	100.00%	1	1	5	5	4	4.67	Timely submission of financial report

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	100.00%	100% no complaint	no complaint	5	5	5	5	Immediate response to clients' need
		PI2. Number of external linkages for improved financial management developed/ maintained	Facilitate external linkages for improved financial management developed/ maintained	100.00%	6	6	5	5	5	5	COA, GSIS, BIR, PHIL HEALTH, PAG-IBIG, and LBP
ACCTG. MFO 3 Bookkeeping Services											
		No. of transactions encoded/recorded	Encodes & records entries to BAOM under Fund Cluster 05-Internally Generated Funds	2,165 entries encoded & recorded	100%	3,105	5	5	5	5	All transaction were encoded
		No. of entries consolidated	Consolidates Check Disbursement Journals (CKDJ) for Main Campus under Fund Cluster 05-IGF	425	100%	556	5	5	5	5	consolidated 425 CKDJ
		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	100%	315	5	5	5	5	315 financial documents from satellite campuses
		No. of transactions posted	Posts transactions to GL & SL for main campus & satellite campus	1,165 entries	100%	1456	5	5	5	5	1,456 entries were posted

		No. of General Journals prepared	Prepares General Journals & Journal Entry Vocher for FC 05	198	100%	276	5	5	5	5	276 General Journals prepared
		No. of Accounts maintained and posted	Maintains and posts to subsidiary ledgers for cash advances and cash accounts	22	100%	54	5	5	4	4.67	54 accounts maintained and posted
		No. of entries for Liquidation reports prepared	Prepares liquidation summary reports for Fund Cluster (05)	25	100%	75	5	5	4	4.67	75 entries of liquidation reports
		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	6 reports of trial balance prepared
		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	10	100%	10	5	5	4	4.67	10 reports prepared
		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	10 financial statement prepared
		No. of summary for disbursements prepared	Prepares Summary of Quaterly Disbursement prepared under FC 05 IGF	8	100%	8	5	5	4	4.67	8 documents of summary for disbursements prepared

		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	10 financial statement prepared and submitted
		No of Bank Reconciliations prepared	Prepares Bank Reconciliation for IGF, SHS-VP and other Funds	6	100%	6	3	3	3	3	6 bank recon prepared
Total Over-all Rating:							93	93	84	90	
Average Rating (Total Over-all rating divided by # of entries)					4.74	Comments & Recommendations for Development Purpose: Attend Training on Accounting related activities					
Additional Points:											
Punctuality											
Approved Additional points (with copy of approval)											
FINAL RATING					4.74						
ADJECTIVAL RATING					Outstanding						

Evaluated and Rated by:



NICK FREDDY R. BELLO

OIC-Head, Accounting Office

Date: January 24, 2024

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

Recommending Approval:



LOUELLA C. AMPAC

Director, Financial Management Office

Date: January 25, 2024

Approved:



EDGARDO E. TULIN

Vice Pres. For Admin and Finance

Date: January 25, 2024



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2023

Name of Staff: NORIETA B. BUSTILLO

Position: Adm. Asst. 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		57				

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	4.75				

Overall recommendation : _____



NICK FREDDY R. BELLO
OIC-Head, Accounting Office

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 24, 2024

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:



NORIETA B. BUSTILLO

Name of Ratee Faculty/Staff