

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

Name of Administrative Staff: NORIETA B. BUSTILLO


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.92	4.92 x 70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	4.92 x 30%	1.48
TOTAL NUMERICAL RATING			4.92

TOTAL NUMERICAL RATING: 4.92  
Add: Additional Approved Points, if any: 0.00  
TOTAL NUMERICAL RATING: 4.92

FINAL NUMERICAL RATING 4.92

ADJECTIVAL RATING: OUTSTANDING


Prepared by:

  
NORIETA B. BUSTILLO  
Name of Staff


Reviewed by:

  
ERLINDA S. ESGUERRA  
Department/Office Head

Recommending Approval:

  
LOUELLA C. AMPAC  
Director for Finance

Approved:

  
REMBERTO A. PATINDOL  
Vice Pres. for Admin & Finance

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

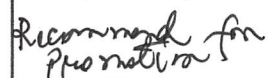
I, **NORIETA BUSTILLO**, of the Accounting Office commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1 to June 30, 2018

  
**NORIETA B. BUSTILLO**  
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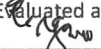
Approved:

**ERLINDA S. ESGUERRA**


Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	2017 Target	Percentage of Accomplishment As of June 30, 2017	Actual Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Bookkeeping Services	No. of entries encoded to BAOM	Encodes and records CKDJ and JEV for Fund 161	5,000	128%	encoded and recorded 6401 entries	5	5	5	5.00	
	Number of transactio posted	Posts transaction to General and Subsidiary Ledger for Fund 161 for main campus	2,000	163%	posted 3275 transaction	5	5	5	5.00	
	No. of entries encoded to Cash Receipt Journal recorded error free	Consolidates all transaction of the branch campuses and posts to GL and SL	110	126%	consolidated 139 transactions	5	5	5	5.00	
	Number of trial balance prepared	Prepares trial balance for 161	6	100%	prepared 6 trial balance	5	5	5	5.00	
	Number of journal entry voucher prepared	Prepares and posts monthly income and expenses accounts per project to subsidiary ledger	300	139%	posted 417 transactions	5	5	4	4.67	
	No. of schedules of cash advance prepared within the mandated time	Prepares schedules of cash advances for fund 161.	8	100%	prepared 8 schedules of cash advance	5	5	5	5.00	
	Number of journals prepared	Prepares monthly consolidated CDJ and CkDJ for main and branch campuses	24	100%	prepared 24 journals	5	5	4	4.67	
	No. of entries posted and computed	Posts Property, Plant and Equipment and computes depreciation expenses	910	105%	posted 960 PPE	5	5	5	5.00	
	Other accomplishments	Bookkeeper, AdPA			controlled FA of AdPA members and prepared sched of A/R					
<b>Total Over-all Rating</b>						<b>40</b>	<b>40</b>	<b>38</b>	<b>39.33</b>	
Average Rating (Total Over-all rating divided by # of entries)										<b>Comments &amp; Recommendations for Development Purpose:</b> 
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING										
ADJECTIVAL RATING										


Evaluated and Rated by:

  
**ERLINDA S. ESGUERRA**  
 Head, Acctg. Office

Recommending Approval:

  
**LOUELLA C. AMPAC**  
 Director for Finance

Approved:

  
**REMBERTO A. PATINDOL**  
 Pres. Foir Admin. &

Date: \_\_\_\_\_  
 1 - quality      3 - timeliness  
 2 - efficiency    4 - average

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

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



## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan 1-June 30, 2018

Name of Staff: Norieta Bustillo Position: Administrative Aide IVI


**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						
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	59				
Average Score	4.92				

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

  
ERLINDA S. ESGUERRA  
Name of Head

## 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
1	Encodes and records CKDJ and JEV for Fund 161	Journals encoded & recorded	End of Month	1 day after	within a day	Very Impressive	Outstanding	
2	Posts transaction to General and Subsidiary Ledger for Fund 161 for main campus	Posted transactions to GL & SL	Monthly	10 days preparations of documents	within the week	Very Impressive	Outstanding	
3	Consolidates all transaction of the branch campuses and posts to GL and SL	Consolidated all transactions	Monthly	5 days after consolidations	upon receipt	Very Impressive	Outstanding	
4	Prepares trial balance for 161	Prepared Trial Balance	Monthly	5 days after preparations of necessary docs	within a day	Very Impressive	Outstanding	
5	Prepares and posts monthly income and expenses accounts per project to subsidiary ledger	Prepared & Posted Monthly Income and expenses	Monthly	3 days preparations	1 day after	Impressive	Very Satisfactory	
6	Prepares schedules of cash advances for fund 161.	Prepared Schedules of Cash advances	Quarterly	5 days of preparations	2 days after	Very Impressive	Outstanding	
7	Prepares monthly consolidated CDJ and CkDJ for main and branch campuses	Prepared Monthly Consolidated journals	Monthly	2 days after the reports posted & recorded	within a day	Impressive	Very Satisfactory	
8	Posts Property, Plant and Equipment and computes depreciation expenses	Posted and computed dep. expenses of PPE	Monthly	3 days preparations all funds	1 day after	Very Impressive	Outstanding	
9	Bookkeeper, AdPA							

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

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

Prepared by:

  
 ERLINDA S. ESGUERRA  
 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 1      Target Date: October, 2018

First Step:  
Attend AGAP National Convention

Result:  
Improved Performance

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

Next Step:  
Recommend for promotion

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

Final Step/Recommendation:

Prepared by:

  
ERLINDA S. ESGUERRA  
Unit Head