

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

Name of Administrative Staff: NORIETA B. BUSTILLO

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
15. Numerical Rating per IPCR	4.91	4.91 x 70%	3.44
16. 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

ADJECTIVAL RATING: OUTSTANDING


Prepared by:

Reviewed by:


  
NORIETA B. BUSTILLO  
Administrative Aide VI

  
ERLINDA S. ESGUERRA  
Head, Accounting Office

Recommending Approval:

  
LOUELLA C. AMPAC  
Director for Finance

Approved:

  
REMBERTO A. PATINDOL  
Vice Pres. for Admin and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Norieta B. Bustillo**, 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, 2019

  
**NORIETA B. BUSTILLO**  
Ratee

  
**ERLINDA S. ESGUERRA**  
Head of Unit

NO.	MFO & PAs	Success Indicators	Task Assigned	July-Dec 2019 Target	Percentage of Accomplishments	Details of Accomplishment	Rating				Remarks
							Q1	E2	T3	A4	
ACCTG. MFO 1	Administrative & Support Services & Management	No. of external linkages for improved financial management developed/maintained	COA & DBM	2 External Linkages	100%	2 External linkages	5	5	5	5.00	
	Customer Friendly Service	Served clients with courtesy; immediate response to client needs and inquiries		100	100%	100	5.00	5.00	5.00	5.00	100% no complaint; Served clients with courtesy; immediate response to client needs and inquiries
ACCTG. MFO 2	Disbursement/Processing Services	No. of transactions encoded/recorded error free	06-BRF-Encodes & records entries to BAOM	1750 entries encoded & recorded	121%	2,200 entries encoded & recorded	5	5	4	4.67	
ACCTG. MFO 3	Bookkeeping Services	No. of transactions posted error free	Posts transactions to SL and GL for Business Related Fund	1,650	120%	2,015	5	5	5	5.00	
		No. of entries consolidated error free	Consolidates CKD of the main campus under BRF	350	146%	555	5	5	5	5.00	
		No. of entries consolidated error free	Consolidates all transactions of the branch campuses such as CRJ, CDJ, CKD and post to General and subsidiary ledgers for Business Related Funds.	155	145%	250	5	5	4	4.67	
		No. of Journals prepared within the mandated time	Prepares General Journals and JEV for Business Related Funds	24	100%	24	5	5	5	5.00	
		No. of accounts maintained and posted	Maintains and post to subsidiary ledgers for cash advances and cash in bank accounts	18	100%	20	5	5	5	5.00	
		No. of entries for liquidation of cash advances	Prepares liquidation summary report for Business Related Funds.	30	111%	35	5	5	5	5.00	
		No. of Trial Balance prepared within the mandated time	Prepares Trial Balance for Business Related Funds	6	100%	6	5	5	5	5.00	
		No. of schedules prepared within the mandated time	Prepares schedule of A/R, Petty Cash, Other Receivables, Spec. Disb. Officer and Other Payables under BRF	10	100%	10	5	5	5	5.00	
		No. of reports prepared per projects	Prepares summary of quarterly disbursements for Fund cluster 06	2	100%	2	5	5	5	5.00	
		No. of reports prepared per projects	Prepares Income Statement for review	14	100%	14	5	5	5	5.00	

ACCTG. MFO 4	Innovation & Best Practices Services or Continual Improvement and Management Services	No. of reports prepared	Prepares Annual Financial Report for Distribution of Net Income for sharing under Income Generating Projects	1	100%	1	5	5	5	5.00	
		No. of equipments posted and computed	Posts Property, Plant & Equipment to PEELC and computes depreciation expenses	250	112%	290	5	5	5	5.00	
		No. of Financial Statements prepared within the mandated time	Prepares Financial Statements for submission to COA, DBM,GAS and other concerned agencies for Business Related Funds.	10	100%	10	5	5	5	5.00	
		No. of operations manuals prepared, developed and approved		1	50%	0.50	4	4	4	4.00	
		No. of innovations for improved university operations		1	100%	1	5	5	5	5.00	
		No. of best practices achieved		1	100%	1	5	5	5	5.00	
		<b>Total Over-all Rating</b>					<b>94</b>	<b>94</b>	<b>92</b>	<b>93.33</b>	

Average Rating (Total Over-all rating divided by # of entries)	4.91
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.91
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development
Purpose:
To attend training for updates on Acctg. System

Received:
ERLINDA S. ESGUERRA
Head Accounting Office
Date:

Recommending Approval:
LOUELLA C. AMPAC
Director for Finance
Date:

Approved:
REMBERTO A. PATINDOL
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
1	Encodes & records entries to BAOM for Fund 06-BRF	Journals encoded & recorded	End of Month	1 day after	within a day	Very Impressive	Outstanding	
2	Posts transactions to SL and GL for Business Related Fund	Posted transactions to GL & SL	Monthly	10 days preparations of	within the week	Very Impressive	Outstanding	
3	Consolidates all transactions of the branch campuses such as CRJ, CDJ, CKDJ and post to General and subsidiary ledgers for Business	Prepared Monthly Consolidated journals	Monthly	5 days after preparations of necessary docs	within a day	Very Impressive	Outstanding	
4	Prepares Statement of income and Expenses for Income Generating Projects	Prepared & Posted Monthly Income and expenses	Monthly	3 days preparations	1 day after	Impressive	Very Satisfactory	
5	Maintains and post to subsidiary ledgers for cash advances and cash in bank accounts	Posted transactions to ledgers	Quarterly	5 days of preparations	2 days after	Very Impressive	Outstanding	
6	Prepares liquidation summary report for Business Related Funds.	Prepared liquidation summary report	Monthly	2 days after the reports posted & recorded	within a day	Impressive	Very Satisfactory	
7	Prepares schedule of A/R, Petty Cash, Other Recivables, Spec. Disb. Officer and Other Payables under BRF	Prepared Schedules of Cash advances	Quarterly	2 days preparation	within a day	Very Impressive	Outstanding	
8	Prepares Trial Balance for Fund 06 - BRF	Prepared Trial Balance	Monthly	2 days preparation	2 days after	Very Impressive	Outstanding	
9	Prepares annual FR for distribution of net income for sharing	Prepared Financial Statements per project	annually	5 days after preparations of necessary docs	2 days after	Very Impressive	Outstanding	
10	Posts Property, Plant and Equipment and computes depreciation expenses	Posted and computed dep. expenses of PPE	Monthly	3 days preparations all	1 day after	Very Impressive	Outstanding	
11	Prepared Financial Statements for submission to COA, DBM,/GAS and other concerned agencies for Fund Cluste 06 BRF	Prepared Financial Statements	Monthly	5 days after preparations of necessary docs	within a day	Very Impressive	Outstanding	

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

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

Prepared by:



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



# Annex O

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1-Dec. 31, 2019

Name of Staff: **Norieta B. Bustillo** Position: Administrative 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	5	4	3	2	1

improvement of his work accomplishment					
12 Willing to be trained and developed	5	4	3	2	1
Total Score					
<b>B. Leadership &amp; Management (<i>For supervisors only to be rated by higher supervisor</i>)</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	59				
Average Score	4.92				

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

  
ERLINDA S. ESGUERRA  
Name of Head

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, 2019

First Step:  
Attend training on Laws and Rules on Government Expenditures

Result:  
Improved Performance

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

Next Step:  
Recommend for promotion

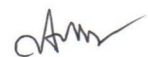
Outcome: \_\_\_\_\_

Final Step/Recommendation:

Prepared by:

  
ERLINDA S. ESGUERRA  
Unit Head

Conforme:

  
NORIETA B. BUSTILLO  
Name of Ratee Faculty/Staff