



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **NICK FREDDY R. BELLO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.87	70%	3.409
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.5
TOTAL NUMERICAL RATING			4.909

TOTAL NUMERICAL RATING: 4.909


Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.909

FINAL NUMERICAL RATING 4.909

ADJECTIVAL RATING: Outstanding

Prepared by:


NICK FREDDY R. BELLO
Accountant II

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


NICK FREDDY R. BELLO

Ratee

Approved:


LOUELLA C. AMPAC

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	2022 Target Jan-Jun	Percentage of Accomplishment	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
Administrative and Support Services and Management	Number of external linkages for improved financial management developed/maintained	External linkages with COA, DBM, GSIS, Philhealth, HDMF, BIR, LBP	7	100%	7	5	5	5	5.00	Entertained concerns og various NGAs to maintain linkages.
Disbursement/Processing Services	No. of financial documents certified (vouchers, payrolls, PO, and PRs) within 3 days after receipt	Reviews and certifies financial documents (vouchers, payrolls, appointments, contracts, PR, ITR and etc.) and certifications on availability of funds.	8,000	131%	10,490	5	5	4	4.67	Various financial documents under the 4 fund clusters processed and certified.
	No. of communication prepared within the mandated time	Prepares communications and other related office reports	70	486%	340	5	5	5	5.00	Various communications prepared/ certified.
	No. of certification and demand letters for unliquidated cash advance signed	Reviews and signs certification and demand letters for unliquidated cash advance	30	317%	95	5	5	4	4.67	Various certification/ demand letters prepared/ certified.
Bookkeeping Services	No. of quarterly financial project reports reviewed and certified within the mandated time	Reviews and certifies quarterly financial project reports with supporting schedules	420	105%	443	5	5	4	4.67	Various financial reports and supporting documents under the 4 fund clusters reviewed and certified.
	No. of monthly, quarterly, and year-end financial reports with supporting schedules reviewed and certified within the mandated time	Reviews and certifies monthly, quarterly, and year-end financial reports with supporting schedules	950	116%	1,100	5	5	4	4.67	Various financial reports and supporting documents under the 4 fund clusters reviewed and certified.
	No. of reports prepared within the mandated time	Prepares monthly Report of Disbursement under 01 Regular Funds FAR 4	6	100%	6	5	5	5	5.00	Dec 2021 to May 2022 reports
	No. of reports prepared within the mandated time	Prepared quarterly Report of income/receipts FAR 5 for Fund 164, 161 and 101 Trust	2	100%	2	5	5	5	5.00	Q4 2021 and Q1 2022 reports
	No. of reports prepared within the mandated time	Prepares draft for monthly SPMR for Regular Agency Fund	6	100%	6	5	5	5	5.00	Dec 2021 to May 2022 SPMR

MFO & PAPs	Success Indicators	Tasks Assigned	2022 Target Jan-Jun	Percentage of Accomplish ment	Actual Accomplish ment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
	No. of reports prepared within the mandated time	Prepares quarterly Statements of Cash Flow for all funds and one consolidated cash flow	10	100%	10	5	5	4	4.67	RAF, IGF, BRF, TR and All funds for Q4 2021 and Q1 2022
Innovation and Best Practices Services or Continual Improvement and Management Services	Number of innovation for improved university operation	Introduces innovation for improved university operation	1	100%	1	5	5	5	5.00	Continue usage of google drive for back-up storage.
	Number of best practices achieved	Introduces best practices	1	100%	1	5	5	5	5.00	Helped JO workers on BIR requirements and procedures on opening and closing of their JO status.
Supervisory Services	No. of staff supervised	Plans activities and supervises office staff	19	111%	21	5	5	5	5.00	Regular -8; Casual - 4; JO - 9
Total Over-all Rating						65	65	60	63.33	
Average Rating (Total Over-all rating divided by # of entries)					4.87					
Additional Points:						Comments & Recommendations for Development Purpose: Mr. Bello is an excellent worker and he has a very good attitude towards work and his co-employees. He is recommended for promotion or upgrading of position.				
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING					4.87					
ADJECTIVAL RATING					Outstanding					

Evaluated and Rated by:



LOUELLA C. AMPAC

Director, Financial Management 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



Instrument for Performance Effectiveness of Administrative Staff

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

Name of Staff: NICK FREDDY R. BELLO

Position: Accountant II

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		60				

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	25				
Average Score	5				

Overall recommendation :

Recommended for promotion

Louella C. Ampac
LOUELLA C. AMPAC
 Director, Finance and Management Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **NICK FREDDY R. BELLO**

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 1 Target Date: June 31, 2022

First Step:

Training on financial management

Result:

Improved performance

Date: _____ Target Date: _____

Next Step:

Recommend for Promotion

Outcome: _____

Final Step/Recommendation:

Prepared by:


LOUELLA C. AMPAC
Immediate Supervisor

Conforme:


NICK FREDDY R. BELLO
Name of Ratee Faculty/Staff