



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **WILMA V. NAPIERE**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.83	70%	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
<b>TOTAL NUMERICAL RATING</b>			<b>4.86</b>

TOTAL NUMERICAL RATING: 4.86

Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING: 4.86

FINAL NUMERICAL RATING 4.86


ADJECTIVAL RATING:

**Outstanding**


Prepared by:

  
**WILMA V. NAPIERE**  
Admin. Assistant II

Reviewed by:

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

Recommending Approval:

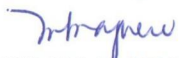
  
**LOUELLA C. AMPAC**  
Director, Financial Management Office

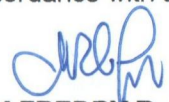
Approved:

  
**DANIEL LESLIE S. TAN**  
Vice President for Administration and Finance

# **INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **WILMA V. NAPIERE**, 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, 2023**.

  
**WILMA V. NAPIERE**  
Ratee

  
**NICK FREDDY R. BELLO**  
Head of Unit

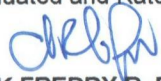
NO.	MFO & PAPs	Success Indicators	Task Assigned	January-Dec. 2023 Target	Percentage of accomplishment	Details of accomplishment	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>ACCTG. MFO 1</b>	Administrative & Support Services & Management	No. of external linkages for improved financial management developed/ maintained	COA & DBM	2 External Linkages			5	5	5	5.00	
		Customer Friendly Service	Served clients with courtesy; immediate response to client needs and inquiries	100% no complaint			5	5	5	5.00	
<b>ACCTG. MFO 2</b>	Disbursement/ Processing Services	No. of transactions encoded/recorded error free	01-RAF-Encodes & records entries to BAOM	6500	69%	4466	5	5	4	4.67	
<b>ACCTG. MFO 3</b>	Bookkeeping Services	No. of transactions posted error free	Posts transactions to SL and GL for 01-RAF	2,500	66%	1,661	5	5	5	5.00	
		No. of entries consolidated error free	Consolidates CkDJ of the main campus under 01-RAF	340	302%	1,027	5	5	5	5.00	
		No. of entries consolidated error free	Consolidates all transactions of the branch campuses such as CRJ, CDJ, CkDJ and post to General and subsidiary ledgers for 01-RAF	350	83%	292	5	5	5	5.00	
		No. of journals prepared within the mandated time	Prepares journals for Regular Agency Fund	3400	39%	1313	5	5	4	4.67	
		No. of journals prepared within the mandated time	Prepares General journals and JEV for 01-RAF	480	54%	261	5	5	4	4.67	
		No. of accounts maintained and posted	Maintains and post to subsidiary ledgers for cash advances and cash in bank accounts	60	487%	292	5	5	5	5.00	
		No. of entries for liquidation of cash advances	Prepares liquidation summary report for 01-RAF	240	83%	198	5	5	5	5.00	
		No. of Schedules prepared w/in the mandated time	Prepares schedule of Accts. Rec., Advances to Officers & Employees, Advances to Special Disb. Officers, Petty Cash, Due from Officers, Other Receivables	30	53%	16	5	5	4	4.67	

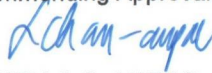



		No. of Trial Balance prepared within the mandated time	Prepares Trial Balance under 01-RAF	12	42%	5	5	5	4	4.67	
		No. of Bank Reconciliation prepared	Prepares bank reconciliation for MDS accounts	12	133%	16	5	5	4	4.67	delayed bank statement
		No. of schedules prepared within the mandated time	Prepares schedule of A/R, Other Payables, Cash advances, Due fr. NGAs and Accounts Payable under RAF	20	50%	10	5	5	4	4.67	
		No. of Consolidated Financial Statements prepared quarterly & year end	Prepares Quarterly/ Year End consolidated Financial Statements for all funds	10	100%	10	5	5	4	4.67	
		No. of Consolidated Financial Reports prepared quarterly & year end	Prepares Quarterly/ Year End consolidated Trial Balance for all funds	4	50%	2	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		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>						90	90	81	87.00	

	<b>Average Rating (Total Over-all rating divided by # of</b>				<b>4.83</b>
3	Additional Points:				
	Punctuality				
	Approved Additional points (with copy of approval)				
	<b>FINAL RATING</b>				<b>4.83</b>
	<b>ADJECTIVAL RATING</b>				<b>Outstanding</b>

<b>Comments &amp; Recommendations for Development Purpose:</b> <i>Attend trainings relevant to functions.</i>
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Evaluated and Rated by:  
  
**NICK FREDDY R. BELLO**  
 OIC-Head, Accounting Office  
 Date: \_\_\_\_\_  
 1 - quality                      3 - timeliness  
 2 - efficiency                 4 - average

Recommending Approval:  
  
**LOUELLA C. AMPAC**  
 Director, Financial Management Office  
 Date: \_\_\_\_\_

Approved:  
  
**DANIEL LESLIE S. TAN**  
 Vice Pres. For Admin. and Finance  
 Date: \_\_\_\_\_





### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan. 1-June 30, 2023

Name of Staff: WILMA V. NAPIERE

Position: Admin Assistant 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		49				

<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</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		N/A				
Average Score		4.92				

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

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



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **WILMA V. NAPIERE**

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 1 Target Date: June, 2023

First Step:

Training on financial management and other accounting functions

Result:

Improved Performance

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

Next Step:

Recommend for promotion

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

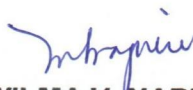
Final Step/Recommendation:

Prepared by:



**NICK FREDDY R. BELLO**  
Unit Head

Conforme:



**WILMA V. NAPIERE**  
Name of Ratee Faculty/Staff