

COMPUTATION OF FINAL INDIVIDUAL RATINGFOR
ADMINISTRATIVE STAFF

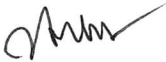
Name of Administrative Staff: NORIETA B. BUSTILLO

| Particulars (1) | Numerical Rating (2) | Percentage Weight 70% (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|---------------------------------|---|
| 15. Numerical Rating per IPCR | 4.94 | 4.94 x 70% | 3.45 |
| 16. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.83 | 4.83 x 30% | 1.45 |
| TOTAL NUMERICAL RATING | | | 4.90 |


TOTAL NUMERICAL RATING: 4.90
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.90

ADJECTIVAL RATING: OUTSTANDING


Prepared by:


NORIETA B. BUSTILLO
Administrative Aide VI

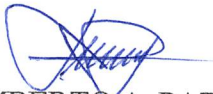
Reviewed by:


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 targets in accordance with the indicated measures for the period July 1 to December 31, 2018


NORIETA B. BUSTILLO
Ratee


ERLINDA S. ESGUERRA
Head of Unit

| NO. | MFO & PAPs | Success Indicators | Task Assigned | July-Dec.2018 Target | Percentage of Accomplishments | Details of Accomplishment | Rating | | | | Remarks |
|--------------|--|---|--|----------------------------------|-------------------------------|---------------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| ACCTG. MFO 1 | Administrative & Support Services & Management | No. of external linkages for improved financial management developed/maintained | COA & DBM | 2 External Linkages | 100% | 2 | 5 | 5 | 5 | 5 | |
| ACCTG. MFO 2 | Disbursement/Processing Services | No. of transactions encoded/recorded error free | 06-BRF-Encodes & records entries to BAOM | 2,925 entries encoded & recorded | 130% | 3,796 | 5 | 5 | 5 | 5 | |
| ACCTG. MFO 3 | Bookkeeping Services | No. of transactions posted error free | Posts transactions to SL and GL for Business Related Fund | 2,250 | 102% | 2,284 | 5 | 5 | 5 | 5 | |
| | | No. of entries consolidated error free | Consolidates CkDJ of the main campus under BRF | 1,950 | 108% | 2,105 | 5 | 5 | 5 | 5 | |
| | | 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 Business Related Funds. | 175 | 116% | 203 | 5 | 5 | 5 | 5 | |
| | | No. of journals prepared within the mandated time | Prepares journals and JEV for Business Related Funds | 24 | 100% | 24 | 5 | 5 | 5 | 5 | |
| | | No. of accounts maintained and posted | Maintains and post to subsidiary ledgers for cash advances and cash in bank accounts | 18 | 111% | 20 | 5 | 5 | 5 | 5 | |
| | | No. of entries for liquidation of cash advances | Prepares liquidation summary report for Business Related Funds. | 35 | 117% | 41 | 5 | 5 | 5 | 5 | |
| | | No. of Trial Balance prepared within the mandated time | Prepares Trial Balance for Business Related Funds | 6 | 100% | 6 | 5 | 5 | 5 | 5 | |
| | | No. of schedules of A/R prepared within the mandated time | Prepares schedule of A/R, Petty Cash, Other Recivables, Spec. Disb. Officer and Other Payables under BRF | 10 | 100% | 10 | 5 | 5 | 5 | 5 | |
| | | No. of reports prepared per projects | Prepares Statement of income and Expenses for Income Generating Projects | 14 | 100% | 14 | 5 | 5 | 5 | 5 | |
| | | No. of reports prepared per projects | Prepares Income Statement for review | 14 | 100% | 14 | 5 | 5 | 5 | 5 | |

| NO. | MFO & PAPs | Success Indicators | Task Assigned | July-Dec.2018 Target | Percentage of Accomplishments | Details of Accomplishment | Rating | | | | Remarks |
|--------------|---|---|---|-------------------------|----------------------------------|------------------------------|----------------|----------------|----------------|----------------|--|
| | | | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| | | | | | | | | | | | |
| | | 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 | |
| | | No. of equipments p posted and computed | Posts Property, Plant & Equipment to PPELC and computes depreciation expenses | 350 | 109% | 380 | 5 | 5 | 5 | 5 | |
| | | 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. | 25 | 100% | 25 | 5 | 5 | 5 | 5 | |
| ACCTG. MFO 4 | Innovation & Best Practices Services or Continual Improvement and Management Services | No. of operations manuals prepared, developed and approved | | 1 | 50% | | 4 | 4 | 4 | 4 | on process |
| | | No. of innovations for improved university operations | | 1 | 100% | 1 | 5 | 5 | 5 | 5 | maintains soft copy of IGF generaTed collection rep. |
| | | No. of best practices achieved | | 1 | 1 | 1 | 5 | 5 | 5 | 5 | immediate action in the request |
| | Total Over-all Rating | | | | | | 89 | 89 | 89 | 89 | |

| | | | | |
|--|--|--|--|-------------|
| Average Rating (Total Over-all rating divided by # of entries) | | | | 4.94 |
| Additional Points: | | | | |
| Punctuality | | | | |
| Approved Additional points (with copy of approval) | | | | |
| FINAL RATING | | | | 4.94 |
| ADJECTIVAL RATING | | | | Outstanding |

Comments & Recommendations for Development Purpose:
To attend training for update on Accounting System


Evaluated & Rated by:


 ERLINDA S. ESGUERRA
 Head, Accounting Office

Date: _____

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

Recommending Approval:


 LOUELLA C. AMPAC
 Director for Finance

Date: _____

Approved:


 REMBERTO A. PATINDOL
 Vice President for Admin. & Finance

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jul 1-Dec. 31, 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 |

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 | 06-BRF-Encodes & records entries to BAOM | Journals encoded & recorded | End of Month | 1 day after | within a day | Very Impressive | Outstanding | |
| 2 | Consolidates all transactions of the branch campuses such as CRJ, CDJ, CkDJ and post to General and subsidiary | Prepared Monthly Consolidated journals | Monthly | 5 days after preparations of necessary docs | within a day | Very Impressive | Outstanding | |
| 3 | Posts transactions to SL and GL for Business Related Fund | Posted transactions to GL & SL | Monthly | 10 days preparations of documents | within the week | 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 preparationm | within a day | Very Impressive | Outstanding | |
| 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 | Prepared Financial Statements for submisiion to COA, DBM,/GAS and other conderned agencies for Fund Cluste 06 BRF | Prepared Financial Statements | Monthly | 5 days after preparations of necessary docs | within a day | Very Impressive | Outstanding | |
| 10 | Prepared 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 | |

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

Confirms:


NORIETA B. BUSTILLO
(Ratee)