



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

**Annex P**

Name of Administrative Staff: **VALERIE Y. VERGIS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.89	70%	3.423
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
<b>TOTAL NUMERICAL RATING</b>			<b>4.872</b>

TOTAL NUMERICAL RATING: **4.872**

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.872**


FINAL NUMERICAL RATING **4.872**

ADJECTIVAL RATING: **Outstanding**


Prepared by:

  
**VALERIE Y. VERGIS**  
Admin. Aide IV

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, **VALERIE Y. VERGIS**, staff of the Office of the Head of Accounting 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**.

  
**VALERIE Y. VERGIS**

Ratee

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

Approved:

  
**NICK FREDDY R. BELLO**

Head of Unit

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

**Rating Equivalents:**

5 - Outstanding  
 4 - Very Satisfactory  
 3 - Satisfactory  
 2 - Fair  
 1 - Poor

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Percentage (%) of Accomplishment as of Dec 31	Actual Accomplishment	Rating				Remarks
						Q¹	E²	T³	A⁴	
UMFO5: SUPPORT TO OPERATIONS										
OVPAF MFO2: Financial Services and Management										
ODF MFO2: Accounting Services										
Acctg MFO1: ISO 9001:2015 aligned documents										
	PI1. Number of quality procedures prepared/revised	Assists in preparing/revising quality procedures	1	50.00%	50%	5	4	5	4.67	Accomplished 50% of new procedure manual
	No. of documents coded based on ISO 9001:2015 standard forms	Codes documents	100	165.00%	165	5	5	5	5.00	165 documents coded based on ISO 9001:2015 standard forms
	No. of internal and external documents posted/monitored	Posts/monitors internal and external documents	100	125.00%	125	4	5	5	4.67	125 internal and external docs. posted/monitored
Acctg MFO2: Innovation & best practices services										
	PI2. Number of innovation for improved university operations	Assists in the scanning and uploading the files	1	100.00%	1	5	5	5	5.00	Continuous usage of google drive as backup storage.
UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES										
OVPAF MFO2: Financial Services and Management										
ODF MFO2: Accounting Services										
Acctg MFO1: Administration Support Services & Management										
	PI1. Customer Friendly Service	Serves client with courtesy; immediate response to client needs and inquiries	100% no complaint	100.00%	100% no complaint	5	5	5	5.00	100% no complaint; Served clients with courtesy; immediate response to client needs and inquiries



	<b>PI2.</b> Number of external linkages for improved financial management developed/ maintained	Facilitates external linkages for the improvement of financial transactions	6	133.33%	8	5	5	5	5.00	8 external linkages (COA, GSIS, BIR, PHILHEALTH, PAG-IBIG, LBP, VSUCC and PCC)
	Number of office communications/documents drafted	Drafts office communications/ documents	65	146.15%	95	5	5	5	5.00	95 office comm./ documents (e.g. OPCR, IPCR & its supp. docs, Scholars liabilities, etc)

**Acctg MFO2: Disbursement / Processing Services**

	No. of summary from payroll encoded error free	Encodes summary from payroll error free	80	150.00%	120	5	5	5	5.00	Regular, PCC, Casual payroll
	No. of entries encoded error free	Encodes individual remittances of premiums and loan repayments to agency's database (GSIS, Philhealth, HDMF, BIR, LBP and others)	6,000	103.33%	6,200	5	4	5	4.67	6,200 individual remittances of premiums and loan repayments remitted to concerned agency
	No. of Tax Remittance Advice (TRA) prepared/consolidated within mandated time	Prepares/Consolidates Tax Remittance Advice (TRA) within mandated time	2	100.00%	2	5	4	5	4.67	1 TRA for 5 campuses per month (VSU Main, Alang Alang, Isabel, Tolosa and Villaba)
	No. of fund type monitored for BIR remittances	Monitors fund type for BIR remittances	7	100.00%	7	5	5	5	5.00	7 fund types (101 GF, 101 T, 164 STF, 161 IGP, PCC, VSU Philhealth Prof. Fees, VSU Philhealth)
	No. of remittance list per fund prepared within mandated time	Prepares monthly consolidated remittance list to various agencies as supporting documents	60	108.33%	65	5	5	5	5.00	65 monthly consolidated remittance list
	No. of vouchers for remittances prepared error free (journalizing accounting entry included)	Prepares disbursement vouchers for remittances to different agencies	60	108.33%	65	5	5	5	5.00	65 disbursement vouchers
	No. of Obligation Request and Status (ORS) or Budget Utilization Request & Status (BURS) prepared error free	Prepares Obligation Request and Status (ORS) or Budget Utilization Request and Status (BURS)	30	140.00%	42	5	5	5	5.00	42 Obligation Request and Status (ORS) or Budget Utilization Request and Status (BURS)

No. of BIR quarterly report prepared	Prepares BIR quarterly report	1	100.00%	1	5	5	5	5.00	1 quarterly report
No. of individual income tax return and alphalist prepared within mandated time	Prepares Annual Information Return of Income Tax withheld on Compensation and Final Withholding Tax(2307 & 2316)	1200	104.17%	1,250	5	5	5	5.00	Approx 1,250 individual income tax return and alphalist Annual Information Return of Income Tax withheld on Compensation and Final Withholding Tax (BIR Form No. 2307 & BIR Form No. 2316)
No. of BIR documents submitted within mandated time	Submits Monthly BIR Remittances (eFPS)	16	175.00%	28	5	5	5	5.00	28 eFPS Monthly BIR Remittances
No. of entries posted right after the receipt of documents	Posts salaries, honorarium, overtime, stipend, RATA, etc. of regular staff, & Phil. Carabao Center regular staff in the Index of Payments (IP)	15000	108.33%	16,250	5	4	5	4.67	Approx 16,250 financial docs. Posted in the individual index
No. of scholars who pursued Master/Doctorate degrees reinstated but not yet graduated	Drafts total expenses for salaries/allowances, etc. of scholars who pursued Master/Doctorate degrees reinstated but not yet graduated	10	550.00%	55	4	5	5	4.67	55 scholars
No. of vouchers/payrolls journalized right after the receipt of documents	Journalizes vouchers/payrolls	200	146.00%	292	5	5	5	5.00	292 vouchers/ payrolls
No. of records updated error free	Updates employees records in the database (loans, salary increase, change of status, etc.)	720	109.03%	785	5	4	5	4.67	785 employees record
No. of documents processed within 3 days after receipt	Processes updates of records to Philhealth & Pagibig	10	550.00%	55	5	5	5	5.00	55 documents processed
No. of staff cleared error free	Countersigns clearance of regular staff	15	133.33%	20	5	5	5	5.00	20 clearances
No. of regular employees computed their withholding tax	Computes withholding tax of regular employees	800	106.25%	850	5	4	5	4.67	approx 850 regular employees



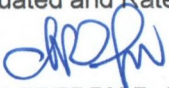
	No. of staff trained/assisted	Trains/Assists staff (new remittance in-charge)	1	100.00%	1	5	5	5	5.00	Trained/Assisted 1 staff
					Total points	123.00	119.00	125.00	122.33	<b>Comments &amp; Recommendations for Development Purpose:</b>  To attend trainings for updates on Acctg. System, Income Taxation, and other Taxation updates.
<b>Total Over-all Rating</b>						122.33				
<b>Average Rating</b>						4.89				
Additional points:										
Approved additional points (with copy of approval) :										
<b>Final Rating</b>						4.89				
<b>Adjectival Rating</b>						Outstanding				

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


Evaluated and Rated by:

Recommending Approval:

Approved:

  
**NICK FREDDY R. BELLO**  
OIC-Head, Office of the Head of Accounting  
Date: \_\_\_\_\_

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

  
**DANIEL LESLIE S. TAN**  
VP for Administration and Finance  
Date: \_\_\_\_\_

## Exhibit I

## PERFORMANCE MONITORING FORM

Name of Employee: **VALERIE Y. VERGIS**

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 summary from payroll error free	Summary from Payroll	Monthly (after processing of payroll)	2 working days after the date assigned	After 2 working days	Very Impressive	Outstanding	Jan-Feb 2022 only (new work assignment starting March 2022)
2	Encodes individual remittances of premiums and loan repayments to agency's database (GSIS, Philhealth, HDMF, BIR, LBP and others)	Individual remittances of premiums and loan payments	Monthly (after encoding the payroll summary)	10 working days after the date assigned (all remittances)	10 <sup>th</sup> of the next month	Very Impressive	Outstanding	Jan-Feb 2022 only (new work assignment starting March 2022)
3	Prepares/Consolidates Tax Remittance Advice (TRA) within mandated time	Tax Remittance Advice (TRA)	Monthly (1 <sup>st</sup> day of the next month)	5 working days	5 <sup>th</sup> of the next month	Impressive	Very Satisfactory	Jan-Feb 2022 only (new work assignment starting March 2022)
4	Monitors fund type for BIR remittances	BIR Remittances Fund Type	Monthly	Monthly	10 <sup>th</sup> of the next month	Impressive	Outstanding	Jan-Feb 2022 only (new work assignment starting March 2022)
5	Prepares monthly consolidated remittance list to various agencies as supporting documents	monthly consolidated remittance list to various agencies	Monthly (after encoding the payroll summary)	10 working days after the date assigned (all remittances)	10 <sup>th</sup> of the next month	Impressive	Outstanding	Jan-Feb 2022 only (new work assignment starting March 2022)
6	Prepares disbursement vouchers for remittances to different agencies	disbursement vouchers for remittances	Monthly (after preparing the remittance list)	1 working day after the date assigned (all remittances)	10 <sup>th</sup> of the next month	Very Impressive	Outstanding	Jan-Feb 2022 only (new work assignment starting March 2022)
7	Prepares Obligation Request and Status (ORS) or Budget Utilization Request and Status (BURS)	Obligation Request and Status (ORS) or Budget Utilization Request and Status (BURS)	Monthly (after preparing the remittance list)	1 working day after the date assigned (all remittances)	10 <sup>th</sup> of the next month	Very Impressive	Outstanding	Jan-Feb 2022 only (new work assignment starting March 2022)
8	Prepares BIR quarterly report	BIR quarterly report	Quarterly	2 working days	10 <sup>th</sup> of the next month	Impressive	Outstanding	Jan-Feb 2022 only (new work assignment starting March 2022)




9	Prepares Annual Information Return of Income Tax withheld on Compensation and Final Withholding Tax(2307 & 2316)	Annual Information Return of Income Tax withheld on Compensation & Final Withholding Tax(2307 & 2316)	Annually	1 month	Last working day of the following month of the year	Impressive	Very Satisfactory	Jan-Feb 2022 only (new work assignment starting March 2022)
10	Posts salaries, honorarium, overtime, RATA, etc. of regular staff & Phil. Carabao Center regular staff in the index of payments	Payrolls received, posted and release	per quincena	3 days after receipt	2 & 1/2 days	Very Impressive	Outstanding	
11	Prepares draft of all deductions for remittances.	prepares draft of all deductions	after posting of payroll	5 days	3 days	Very Impressive	Outstanding	
12	Updates employees records in the data base(loans, salary increase change of status, etc.)	updates records in the data base	daily	2 days	1 day	Impressive	Very Satisfactory	
13	Computes total expenses (salaries & allowances, etc) for scholars who pursued MS/Doctorate degree reinstated but not yet graduated.	computes expenses	annual	3 days	1 day	Very Impressive	Outstanding	
14	Computes withholding tax for faculty & staff	computes taxes	monthly	5 days	3 days	Very Impressive	Outstanding	
15	Countersigns clearance of regular staff	countersigns clearance	daily	daily	daily	Very Impressive	Outstanding	
16	Bookkeeper, LSU-Administrative Personnel Association (LSU-AdPA)							
17	Assists in the preparation, maintenance, retrieval, controlling documents and records							
18	Do other tasks given by the Unit Head							

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

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

Prepared by:

  
**NICK FREDDY R. BELLO**  
Unit Head





## Instrument for Performance Effectiveness of Administrative Staff

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

Name of Staff: **VALERIE Y. VERGIS** Position: **Administrative Aide IV**

**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		58				



<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		4.83				

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



**NICK FREDDY R. BELLO**

OIC-Head, Office of the Head of Accounting

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **VALERIE Y. VERGIS**

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 1 Target Date: June. 2022

First Step:

In-house Training on BIR Matters

Result: Improved Performance

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

Next Step:

Recommend for Promotion

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

Final Step/Recommendation:

Prepared by:

  
**NICK FREDDY R. BELLO**  
Unit Head

Conforme:

  
**VALERIE Y. VERGIS**  
Name of Ratee Faculty/Staff