



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **BEVERLY ANN B. ELNAS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.88	70%	3.41
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.50
TOTAL NUMERICAL RATING			4.91

TOTAL NUMERICAL RATING: 4.91

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.91

ADJECTIVAL RATING: Outstanding

Prepared by:

BEVERLY ANN B. ELNAS
Accountant I

Reviewed by:

NICK FREDDY R. BELLO
OIC-Head, Accounting Office

Recommending Approval:

LOUELLA C. AMPAC
Director, Financial Management

Approved:

ELWIN JAY V. YU
Vice President, Administration and Finance



ACCOUNTING OFFICE

Visayas State University, VPGG+Q70, Baybay City, Leyte
Email: accounting@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1006

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **BEVERLY ANN B. ELNAS**, 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 of **March 4 to June 30, 2024**.

Prepared by:

Approved:

BEVERLY ANN B. ELNAS

Ratee

Date: July 25, 2024

NICK FREDDY R. BELLO

OIC - Head of Unit

Date: July 25, 2024

Rating Equivalents:

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

IFO & PAP	Success Indicators	Task Assigned	Mar.-June 2024 Target	Details of Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO5: SUPPORT TO OPERATIONS									
Acctg MFO1: ISO 9001:2015 aligned documents									
	Number of quality procedures maintained/prepared/revi sed	Assist and maintain procedure requirements	1	1	5	5	5	5.00	Introduce the used of ISO Form and used it accordingly.
Acctg MFO2: Innovation & best practices services									
	PI2. Number of innovation for improved university operations	Assists in innovations pf the improvement of university operations	1	1	5	5	5	5.00	Use of Google drive and external hard drive for back up data storage.
	PI3. Number of best practices achieved	Assists in best practices achieved	1	1	5	5	5	5.00	Updated filing of documents.
UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES									
Acctg MFO1: Administration Support Services & Management									
	No. of external linkages for improved financial management developed/maintained	Maintain relationship with external linkages	2 External Linkages: COA and DBM	2	5	5	5	5.00	2 External Linkages: COA and DBM
	Customer Friendly Service	Served clients with courtesy; immediate response to client needs and inquiries	100% no complaint; Served clients with courtesy; immediate response to client needs and inquiries	Zero Complaints	4	4	4	4.00	100% no complaint; Served clients with courtesy; immediate response to client needs and inquiries
	Percentage of NCs received and acted	Practice ISO Requirements	Zero	0	5	5	5	5.00	No NCs received

	Percentage of CARs received and acted	Practice ISO Requirements	Zero	0	5	5	5	5.00	No CARs received
Acctg MFO3:Bookkeeping Services									
	No. of transactions encoded/recorded error free	Encodes & records entries to BAOM for 07-Trust Receipts	700 entries encoded & recorded	666	5	5	5	5.00	Encoded and recorded entries to BAOM from January to May and June 1-7, 2024.
	No. of transactions posted	Posts transactions to SL and GL for Trust Receipts	205	205	5	5	4	4.67	Posted transactions to SL and GL from January to May 2024
	No. of entries consolidated error free	Consolidates CkDJ of the main campus under Trust Receipts	5	5	5	5	5	5.00	Consolidated CKDJ of the main campus from January to May 2024
	No. of consolidated reports	Consolidates all transactions of the branch campuses such as CRJ, CDJ, CkDJ and post to General and subsidiary ledgers for Trust Receipts.	20	20	5	5	5	5.00	Consolidated all transactions from all other campuses from January to May 2024
	No. of journals prepared within the mandated time	Prepares Monthly General Journals for Trust Receipts.	5	5	5	5	5	5.00	Prepared monthly general journal from January to May 2024
	No. of reports prepared	Prepares Journal Entry Vouchers for Trust Receipts	113	113	5	5	5	5.00	Prepared JEV up to May 2024 (total JEV 113)
	No. of accounts maintained and posted	Maintains and post to subsidiary ledgers for cash advances and cash in bank accounts for 101 Trust Receipts	106	106	5	5	4	4.67	Posted to SL the cash advances and cash in bank accounts from January to May 2024
	No. of entries for liquidation of cash advances	Prepares liquidation summary report for Trust Receipts.	5	5	5	5	5	5.00	Prepared liquidation summary report from January to May 2024
	No. of Trial Balance prepared within the mandated time	Prepares Trial Balance for Trust Receipts	5	5	5	5	5	5.00	All transactions posted to TB and prepared TB from January to May 2024
	No. of schedules prepared within the mandated time	Prepares schedules under Trust Receipts	13	13	5	5	5	5.00	Prepared schedules for the 1stQuarter.


	No. of reports prepared	Prepares summary of quarterly disbursements for Fund Cluster 07-Trust Receipts	1	1	5	5	4	4.67	Prepared and summarized the quarterly disbursements for the 1stQ.
	No. of equipments posted and computed	Posts Property, Plant & Equipment to Schedule and computes depreciation expenses	24	24	5	5	5	5.00	Updated the PPE schedule up to May 2024 and compute depreciation up to 1stQ.
	No. of PPE's prepared	Prepares subsidiary ledger for Property, Plant and Equipment (all funds)	31	31	5	5	5	5.00	Posted and updated the SL of PPEs for all funds from January to March 2024
	No. of Financial Statements prepared within the mandated time	Prepares Financial Statements for submission to COA, DBM, GAS and other concerned agencies for Trust Receipts.	21	21	5	5	4	4.67	Prepared and submitted the FS to COA from January to May 2024; FAR5 submitted to DBM - 1stQ
	No. of Bank Reconciliation for Trust Receipts Reports prepared	Prepares Monthly Bank Reconciliation Reports for 101 Trust Receipts, VSU-CEBU, VSU-HOSPITAL PH and PF	32	26	5	5	5	5.00	Prepared bank recon for General Trust - January to December 2023 & January to April 2024; VSU Hospital PH & PF - January to May 2024; Cebu Trust - waiting for the bank statement
	No. of Consolidated Financial Statements prepared quarterly and year end	Prepares Quarterly consolidated Financial Statements for All Funds	1	1	5	5	4	4.67	Prepared and submitted the FS for All Funds to COA - 1stQ 2024
	No. of Consolidated Financial Statements prepared quarterly and year end	Prepares Quarterly consolidated Trial Balance for All Funds	1	1	5	5	4	4.67	Prepared and submitted the TB for All Funds to COA - 1stQ 2024
	Total Over-all Rating				119	119	113	117.00	

Average Rating (Total Over-all rating divided by #		4.88
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.88
ADJECTIVAL RATING		Outstanding


Comments & Recommendations for Development Purpose:

Dependable and Responsive. Efficient in accomplishing her tasks.


Evaluated and Rated by:


NICK FREDDY R. BELLO
OIC-Head Accounting Office
Date: July 25, 2024

Recommending Approval:


LOUELLA C. AMPAC
Director for Financial and Management
Date: July 25, 2024

Approved:


ELWIN JAY V. YU
Vice Pres. for Admin. and Finance
Date: July 25, 2024

1 - quality
2 - efficiency

3 - timeliness
4 - average

PERFORMANCE MONITORING & COACHING JOURNAL
January - June 2024

/	1st	Q U A R T E R
/	2nd	
	3rd	
	4th	

Name of Office: Accounting Office

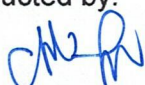
Head of Office: NICK FREDDY R. BELLO

Number of Personnel: 26

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		-Externally funded projects liquidation monitoring -facilitate FS report submission		-Consolidated monitoring form; liquidation reports -reports submitted	-January to June 2024 -Q1 and Q2 2024 reports
Coaching	-Clarification on accounting entries of various transactions -Clarification on tax treatment of various compensation/ income			-Journal entry vouchers, various journals -BIR Forms	

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:



NICK FREDDY R. BELLO
OIC-Head, Accounting Office

Noted by:



LOUELLA C. AMPAC
Director, Financial Management Office

TRACKING TOOL FOR MONITORING TARGETS

"Exhibit 4

Major Final Output/ Performance	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1st Week	2nd Week	3rd Week	4th Week	
UMFO5: Acctg MFO1 ISO 9001:2015 aligned documents	Revision of Citizen Charter	NFR Bello and J. Tinaja	February - September 2024	Accomplished				For approval by the Administrative Officer
	Compliance of Customer Feedback Report requirements	NFR Bello and Accounting Staff	Daily operation	Accomplished				Complied Customer Feedback Report for January-April 2024
UMFO5: Acctg MFO2 Innovation & best practices services	Maximized usage of google drive for the following: *Internal document control *Back-up storage *ISO Code tracking *Efficient collaboration of connected inter-office tasks	NFR Bello and Accounting Staff	Daily operation	Accomplished				Continue to use google drive for efficient and productive processing
	Issuance of relevant OP/OVPAF Memos for guidance of the concerned employees (e.g. Withholding Tax Updates, BIR Filings for Regular, Casual and JOs)	NFR Bello and Accounting Staff	1st week of January for BIR requirements	Accomplished				Issued and implemented OVPAF Memo# 04 and OVPAF Memo #03
UMFO6: Acctg MFO1 Administration Support Services & Managemen	Customer Friendly Frontline Service	NFR Bello and Accounting Staffs	Daily operation	Accomplished				Response to Customer Feedback Report for the month of Jan-Apr 2024
	Number of external linkages for improved financial management developed/maintained *Submit fully accomplished financial report to COA *Submit approved billing and liquidation report to UniFAST CHED-DBM *Submit Terminal financial reports to external funding agencies *Monitor remittances of employees' monthly deduction to the respective agencies	NFR Bello and Accounting Staffs	Daily operation	Accomplished				Maintained strong relationship with COA, DBM, GSIS, BIR, PHILHEALTH, PAG-IBIG, LBP, PCC, VSUCC, DOST-PCAARRD, DA-BAR, CHED R8

UMFO6: Acctg MFO2 Disbursement / Processing Services	PI 1: Percentage of financial documents (vouchers, payrolls, POs & PRs) received, processed, and allowed in accordance with COA rules and regulations within 3 days after receipt under 4 Fund Clusters.	NFR Bello, IF Godoy, LL Tabrosa, M L. Caballero, VY Vergis, MA Baslan, MB. Sabando, RM Fernandez, JE Posas, JMC Ebero, JC Mejia, ME Catibo, , JGA Bulacan, LM Malpas, WV. Napiere	Daily operation	Accomplished	All disbursement vouchers were received, audited and submitted to concerned offices/personnels
	PI 2: Percentage of financial documents (vouchers, BIR forms, remittances to different agencies (GSIS, PHILHEALTH, PAG-IBIG, BIR, LBP and other agency) prepared, processed, approved and released within 3 days	NFR Bello, IF Godoy, MA Baslan, VY Vergis, J. Tinaja and RT Fernandez, M. Sabando, M.Caballero and ED Pasa	Monthly	Accomplished	All disbursement vouchers were received, audited and submitted to concerned offices/personnels
	PI 3: Percentage of projects controlled and monitored under Trust Fund	NFR Bello, JE Posas, JMC Ebero, JC Mejia, ME Catibo, JGA Bulacan, LM Malpas, WV. Napiere	Daily operation	Accomplished	193 projects controlled and monitored under Trust Fund
	PI 4: Percentage of financial documents earmarked, and obligated under Trust Fund error free	NFR Bello, JE Posas, JMC Ebero, JC Mejia, ME Catibo, JGA Bulacan, LM Malpas, WV. Napiere	Daily operation	Accomplished	863 financial documents earmarked, obligated and liquidated under Trust Fund error free
	PI 5: Percentage of certification and demand letters for unliquidated cash advance prepared	NFR Bello, LL Tabrosa, MABaslan, MB Sabando, ML Caballero, RM Fernandez, V. Vergis, I. Godoy	As the need arises	Accomplished	All certifications approved by the Head were submitted to the concerned personnel

UMFO6: Acctg MFO3 Bookkeeping Services	PI 1: Percentage of monthly, quarterly and year-end financial reports with supporting schedules prepared, consolidated, approved and submitted to COA and DBM within mandated time under 4 Fund Clusters: 01-Regular Agency Fund 05-Internally Generated Funds 06-Business Related Funds 07-Trust Receipts	NFR Bello, WV Napiere, JR Castil, NB Bustillo, CM Sta. Iglesia, SM Valencerina, D. Marco, JL Boleche, B. Elnas, P. Diaz	Monthly/ Quarterly/ Yearly	Accomplished	1,313 monthly, quarterly and year-end financial reports with supporting schedules prepared, consolidated, approved and submitted to COA and DBM within mandated time
	PI 2: Percentage of semi-annual and annual with supporting schedules prepared and submitted to funding agencies within mandated time (related to ongoing projects under Fund Cluster 07)	NFR Bello, JE Posas, JMC Ebero, JC Mejia, ME Catibo, JG Bulacan, WV Napiere and LM Malpas	Semi-Annual/ Annual	Accomplished	33 project financial reports with supporting schedules prepared and submitted within mandated time
	PI 3: Percentage of terminal financial reports with supporting schedules prepared and submitted to funding agencies (related to Completed Projects under Fund Cluster 07)	NFR Bello, JE Posas, JMC Ebero, JC Mejia, JG Bulacan, ME Catibo, WV Napiere and LM Malpas	As the need arises/ After completion of the project	Accomplished	21 terminal financial reports printed and handed down to the project leaders
UMFO6: Acctg MFO4 Student Assessment Services	PI 1: Number of students records generated, maintained and updated for Graduates, College and High School Students	NRBello, JG Tinaja, GM Escasinas, M. Sabando	Every Semester (6 months)	Accomplished	Assessment for Undergraduate and graduate students for SY 2023-2024 2nd Sem fully accomplished.
UMFO6: Acctg MFO5 Free Higher Education (FHE) and TES/TDP Services	PI 1: Number of Tuition and Other School Fees billing prepared and submitted to DBM/CHED.	NR Bello, GM. Escasinas, W. Napiere	Every Semester (6 months)	Accomplished	Billing for UniFAST Requirement has successfully submitted to CHED

	PI 2: Number of TES/TDP grants distributed to the beneficiaries.	NR Bello, GM. Escasinas, W. Napiere	Every Semester (6 months)	Accomplished	Release of Grant: 2nd Semester, 2022-2023 TES-347;TDP-276 Billing 1st Semester, 2023-2024 TES - 1 billing (264 students) TDP - 5-Billing (871 students) Validation 1st Semester, 2023-2024 TES - 6 Validation (1365 students) TDP 3 Validation (139 students)
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Prepared by:

NICK FREDDY R. BELLO
OIC Head, Accounting

PERFORMANCE MONITORING FORM

Name of Employee: **BEVERLY ANN ELNAS**

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 07-Trust Receipts	Encoded and posted all transactions to BAOM	Monthly	5 days	5 days	Very Impressive	Outstanding	
2	Posts transactions to SL and GL for Trust Receipts	Posted transactions to SL and GL	Monthly	3 days	3 days	Very Impressive	Outstanding	
3	Consolidates CkDJ of the main campus under Trust Receipts	Consolidated CkDJ of Main Campuses	Monthly	1 day	within a day	Very Impressive	Outstanding	
4	Consolidates all transactions of the branch campuses such as CRJ, CDJ, CkDJ and post to General and subsidiary ledgers for Trust Receipts	Consolidated all transactions from other campuses and posted to General and Subsidiary Ledger	Monthly	2 days	2 days	Very Impressive	Outstanding	
5	Prepares Monthly General Journals for Trust Receipts.	Prepared and posted general journals	Monthly	1 day	within a day	Very Impressive	Outstanding	
6	Prepares Journal Entry Vouchers for Trust Receipts	Perpared and posted journal entry vouchers	Monthly	1 day	within a day	Very Impressive	Outstanding	
7	Maintains and post to subsidiary ledgers for cash advances and cash in bank accounts for 101 Trust Receipts	Maintained and posted transactions to SL for Cash Advances and cash in bank	Monthly	1 day	within a day	Very Impressive	Outstanding	
8	Prepares liquidation summary report for Trust Receipts.	Prepared summarized liquidation report	Monthly	1 day	within a day	Very Impressive	Outstanding	
9	Prepares Trial Balance for Trust	Prepared Trial Balance	Monthly	1 day	within a day	Very	Outstanding	
10	Prepares schedules under Trust Receipts	Prepared schedules of accounts	Quarterly	2 days	2 days	Very Impressive	Outstanding	
11	Prepares summary of quarterly disbursements for Fund Cluster 07-Trust Receipts	Prepared summarized quarterly disbursements	Quarterly	2 days	2 days	Very Impressive	Outstanding	
12	Posts Property, Plant & Equipment to Schedule and computes depreciation	Posted and updated PPE Schedule and Computed Depreciation	Monthly	2 days	2 days	Very Impressive	Outstanding	

13	Prepares subsidiary ledger for Property, Plant and Equipment (all funds)	Maintained subsidiary ledger of PPE's for all funds	Monthly	2 days	2 days	Very Impressive	Outstanding	
14	Prepares Financial Statements	Prepared Financial	Monthly	2 days	2 days	Very	Outstanding	
15	Prepares Monthly Bank	Prepared bank	Monthly	3 days	3 days	Very	Outstanding	
16	Prepares Quarterly consolidated	Prepared consolidated	Quarterly	2 days	2 days	Very	Outstanding	
17	Prepares Quarterly consolidated	Prepared consolidated	Quarterly	2 days	2 days	Very	Outstanding	

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

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

Prepared by:



NICK FREDDY R. BELLO

OIC Head, Accounting Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: BEVERLY ANN B. ELNAS

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 1, 2024

Target Date: November 30, 2024

First Step:

Attend accounting and supervisory related training

Result

Increased accounting and supervisory skills as Head of the Bookkeeping Section.

Date: _____ Target Date: _____


Next Step:

Recommended for Promotion

Outcome: _____

Final Step/Recommendation:

Prepared by:


NICK FREDDY R. BELLO
Immediate Supervisor

Conforme:


BEVERLY ANN B. ELNAS
Name of Ratee Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2024

Name of Staff: **ELNAS, BEVERLY ANN B.**

Position: **Accountant I**

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	5	4	3	2	1



ACCOUNTING OFFICE


Visayas State University, VPGG+Q70, Baybay City, Leyte

Email: accounting@vsu.edu.ph

Website: www.vsu.edu.ph

Phone: +63 53 565 0600 Local 1006

attainment of the functions of the university					
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					
Average Score	5				
Overall recommendation: Keep up the good work					


NICK FREDDY R. BELLO
 OIC-Head, Accounting Office