VISAYAS STATE UNIVERSITY

ACCOUNTING OFFICE
Visca Baybay City, Leyte 6521-A, Philippines
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COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **JHONAVEL R. CASTIL**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	70%	3.45
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
		TOTAL NUMERICAL RATING	4.90

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

FINAL NUMERICAL RATING 4.90

ADJECTIVAL RATING: **Outstanding**

Prepared by:

JHONAVEL R. CASTIL
Admin. Aide III

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, **JHONAVEL R.CASTIL**, 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 **January 1 to June 30, 2023.**

JHONAVEL R. CASTIL
Ratee

NICK FREDDY R. BELLO
OIC - Head of Unit

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair

NO.	MFO & PAPs	Success Indicators	Task Assigned	Jan.-December 2023 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%	Prepared and submitted the required datas/docs as needed	5	5	5	5.00	Followed as mandated.
		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	100%	Provided datas/docs at the time needed	5	5	5	5.00	Consistently observed.
ACCTG. MFO 2	Disbursement/Processing Services	No. of transactions encoded/recorded error free	Encodes & records entries to BAOM for 06-BRF	1,000 entries encoded & recorded							Turned over to Ms. Joanah Boleche starting January Reports
			Encodes & records entries to BAOM for 07-Trust Receipts	2,500 entries encoded & recorded	97%	Assumely 3% of minimal errors made but already adjusted	4	5	5	4.67	Accomplished timely.
ACCTG. MFO 3	Bookkeeping Services	No. of transactions posted	Posts transactions to SL and GL for Business Related Fund	500							Turned over to Ms. Joanah Boleche starting January Reports
			Posts transactions to SL and GL for Trust Receipts	1,000	100%	Properly prepared and recorded	5	5	5	5.00	Accomplished timely.
		No. of entries consolidated error free	Consolidates CkDJ of the main campus under BRF	6							Turned over to Ms. Joanah Boleche starting January Reports
			Consolidates CkDJ of the main campus under Trust Receipts	6	100%	Properly and accurately prepared	5	5	5	5.00	Accomplished timely.
		No. of consolidated reports	Consolidates all transactions of the branch campuses such as CRJ, CDJ, CkDJ and post to General and subsidiary ledgers for Business Related Funds.	18							Turned over to Ms. Joanah Boleche starting January Reports
			Consolidates all transactions of the branch campuses such as CRJ, CDJ, CkDJ and post to General and subsidiary ledgers for Trust Receipts.	18	100%	Properly prepared and recorded	5	5	5	5.00	Accomplished timely.

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											Rating Equivalents:
		No. of journals prepared within the mandated time	Prepares Monthly General Journals for Business Related Funds	6							Turned over to Ms. Joanah Boleche starting January Reports
			Prepares Monthly General Journals for Trust Receipts.	6	100%	Properly prepared and submitted	5	5	5	5.00	Accomplished timely.
		No. of reports prepared	Prepares Journal Entry Vouchers for Fund 06- BRF	50							Turned over to Ms. Joanah Boleche starting January Reports
			Prepares Journal Entry Vouchers for Trust Receipts	125	100%	Properly evaluated and submitted	5	5	5	5.00	Accomplished timely.
		No. of accounts maintained and posted	Maintains and post to subsidiary ledgers for cash advances and cash in bank accounts for Business Related Funds	30							Turned over to Ms. Joanah Boleche starting January Reports
			Maintains and post to subsidiary ledgers for cash advances and cash in bank accounts for Trust Receipts	35	100%	Timely updated but still with discrepancy for recon (cash in bank) w/ Tolosa Campus.	5	4	5	4.67	Consistently controlled and monitored.
		No. of entries for liquidation of cash advances	Prepares liquidation summary report for Business Related Funds.	6							Turned over to Ms. Joanah Boleche starting January Reports
			Prepares liquidation summary report for Trust Receipts.	6	100%	Properly and accurately prepared and submitted.	5	5	5	5.00	Accomplished timely.
		No. of Trial Balance prepared within the mandated time	Prepares Trial Balance for Business Related Funds	6							Turned over to Ms. Joanah Boleche starting January Reports
			Prepares Trial Balance for Trust Receipts	6	100%	Properly and accurately prepared and submitted.	5	5	5	5.00	Accomplished timely.
		No. of schedules prepared within the mandated time	Prepares schedules under BRF	22							Turned over to Ms. Joanah Boleche starting January Reports
			Prepares schedules under Trust Receipts	20	100%	Constantly monitored, prepared and submitted timely.	5	5	5	5.00	Timely Updated

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JHONAVEL R.CASTIL**, 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 **January 1 to June 30, 2023.**

											Rating Equivalents:
		No. of reports prepared	Prepares summary of quarterly disbursements for Fund Cluster 06-BRF	2							Turned over to Ms. Joanah Boleche starting January Reports
			Prepares summary of quarterly disbursements for Fund Cluster 07-Trust Receipts	2	100%	Properly and accurately prepared and submitted	5	5	5	5.00	Accomplished timely.
		No. of reports prepared per projects	Prepares Income Statement for Income Generating Projects (IGP)	14							Turned over to Ms. Joanah Boleche starting January Reports
		No. of reports prepared	Prepares Annual Financial Report for Distribution of Net Income for sharing under Income Generating Projects	14	100%	Prepared and submitted for the year 2022	5	5	5	5.00	Turned over to Ms. Joanah Boleche for the year 2023
		No. of equipments posted and computed	Posts Property, Plant & Equipment to Schedule and computes depreciation expenses	300	100%	Reconciled with minimal discrepancy for the main campus; but still for recon with external campuses	5	5	4	4.67	Quarterly updated.
		No. of PPE's prepared	Prepares subsidiary ledger for PPE (all funds)	55	100%	Consistently prepared and monitored.	5	5	5	5.00	Accomplished timely.
		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.	10							Turned over to Ms. Joanah Boleche starting January Reports
			Prepares Financial Statements for submission to COA, DBM,GAS and other concerned agencies for Trust Receipts.	10	100%	Properly and accurately prepared and submitted	5	5	4	4.67	Quarterly submitted.
ACCTG. MFO 4	Innovation & Best Practices Services or Continual Improvement and Management Services	No. of operations manuals prepared, developed and approved		1	100%		5	5	5	5.00	Continuesly utilize.
		No. of innovations for improved university operations		1	100%	Created monitoring tool for proper recording of datas/transactions.	5	5	5	5.00	Continuesly utilize.
		No. of best practices achieved		1	100%	Observed proper filing and keeping of reports and documents.	5	5	5	5.00	Constantly applied.
	Total Over-all Rating						**99**	**99**	**98**	98.67	
	Average Rating (Total Over-all rating divided by # of entries)					4.93					
	Additional Points:										
	Punctuality										

Comments & Recommendations for Development Purpose:
For promotion. Grant regular plantilla

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JHONAVEL R.CASTIL**, 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 **January 1 to June 30, 2023.**

Approved Additional points (with copy of approval)				
FINAL RATING				4.93
ADJECTIVAL RATING				Outstanding

Rating Equivalents:

position.
Attend more trainings relevant to functions.

Evaluated and Rated by:

NICK FREDDY R. BELLO
OIC-Head Accounting Office
Date: _____

Recommending Approval:

LOUELLA C. AMPAC
Director for Financial and Management
Date: _____

Approved:

DANIEL LESLIE S. TAN
Vice Pres. For Admin and Finance
Date: _____

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

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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan. 1-June 30, 2023
Name of Staff: **JHONAVEL R. CASTIL** Position: Admin. Aide III

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
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, Accounting Office

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JHONAVEL R. CASTIL**
Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 1 Target Date: December 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:

JHONAVEL R. CASTIL
Name of Ratee Faculty/Staff