



**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
<b>TOTAL NUMERICAL RATING</b>			4.90

TOTAL NUMERICAL RATING:

4.90

Add: Additional Approved Points, if any:

4.90

TOTAL NUMERICAL RATING:

4.90

FINAL NUMERICAL RATING

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:

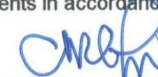
  
**DANIEL LESLIE S. TAN**

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
							Q1	E2	T3	A4	
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.



**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 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)

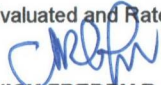
I, **JHONAVEL R. CASTIL**, staff of the Accounting Office commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period of **January 1 to June 30, 2023**.

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:

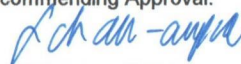


**NICK FREDDY R. BELLO**  
OIC-Head Accounting Office  
Date: \_\_\_\_\_

1 - quality  
2 - efficiency

3 - timeliness  
4 - average

Recommending Approval:



**LOUELLA C. AMPAC**  
Director for Financial and Management  
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: 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		54				

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



## 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