



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **WILMA V. NAPIERE**

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|--|----------------------------|-----------------------------|---|
| 1. Numerical Rating per IPCR | 4.90 | 70% | 3.43 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 5 | 30% | 1.50 |
| TOTAL NUMERICAL RATING | | | 4.93 |

TOTAL NUMERICAL RATING: 4.93

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.93

ADJECTIVAL RATING: Outstanding

Prepared by:

W. Napiere
WILMA V. NAPIERE
Admin Officer II

Reviewed by:

N. Bello
NICK FREDDY R. BELLO
OIC-Head, Accounting Office

Recommending Approval:

L. Ampac
LOUELLA C. AMPAC
Director, Financial Management

Approved:

E. Y. Yu
ELWIN JAY V. YU
Vice President, Administration and Finance



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **WILMA V. NAPIERE**, 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 **January 1 to June 30, 2024**.

Prepared by:

WILMA V. NAPIERE

Ratee

Date: July 25, 2024

Approved by:

NICK-FREDDY R. BELLO

Head of Unit

Date: July 25, 2024

Rating Equivalents:

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

| MFO & PAPs | Success Indicators | Task Assigned | January-Dec 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/revised | Assist and maintain procedure requirements | 1 | 1 | 5 | 5 | 5 | 5 | continuos compliance of the QP |
| Acctg MFO2: Innovation & best practices services | | | | | | | | | |
| | PI2. Number of innovation for improved university operations | Assists in innovations for the improvement of university operations | 1 | 1 | 5 | 5 | 5 | 5 | Keep important files in Google Drive (12 new files uploaded) |
| | PI3. Number of best practices achieved | Assists in best practices achieved | 1 | 1 | 5 | 5 | 5 | 5 | usage of prescribed forms and usage of messenger, ip and email for updating/communicating with clients & co-workers |
| 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 | 6 external linkages (COA, DOST, PCAARRD, DA-BAR, CHED & DOH) | 6 | 5 | 5 | 5 | 5 | 6 external linkages (COA, DOST, PCAARRD, DA-BAR, CHED & DOH) |

| | | | | | | | | | |
|--|---------------------------------------|--|-------------------|---|---|---|---|---|--|
| | Customer Friendly Service | Served clients with courtesy; immediate response to client needs and inquiries | 100% no complaint | responded immediately to clients concerns | 4 | 4 | 4 | 4 | all concerns were entertained and acted upon |
| | Percentage of NCs received and acted | Practice ISO Requirements | Zero | Zero | 5 | 5 | 5 | 5 | No NC received |
| | Percentage of CARs received and acted | Practice ISO Requirements | Zero | Zero | 5 | 5 | 5 | 5 | No CAR received |
| | | | | | | | | | |

Acctg MFO2: Disbursement / Processing Services

| | | | | | | | | | |
|--|--|---|----|----|---|---|---|------|---|
| | No. of Financial Reports reviewed and monitored under Trust Fund | Reviews/monitors Financial Reports of externally funded projects | 50 | 53 | 5 | 5 | 4 | 4.67 | Reviewed, Monitored and coordinated with COA & funding agencies regarding liquidation reports. Assisted project incharge during processing of liquidatin reports. |
| | No. of Terminal Financial Reports reviewed with supporting schedules submitted to funding agencies (related to Completed Projects under Fund Cluster 07) | Reviews/monitors Terminal Financial Reports submitted to Funding Agencies | 30 | 21 | 5 | 5 | 4 | 4.67 | Reviewed, Monitored and coordinated with COA regarding liquidation reports and sent email to project leader with UB for return |

Acctg MFO3: Bookkeeping Services

| | | | | | | | | | |
|--|---|---|------|------|---|---|---|------|--|
| | No. of transactions encoded/recorded error free | 01-RAF-Encodes & records entries to BAOM | 2150 | 1368 | 5 | 5 | 4 | 4.67 | change of work assignment/function |
| | | 07-TR-Encodes & records entries to BAOM | 153 | 153 | 5 | 5 | 4 | 4.67 | change of assignment-encoded & recorded 07-Trust transactions for January 2024 |
| | No. of transactions posted error free | Posts transactions to SL and GL for 01-RAF | 765 | 886 | 5 | 5 | 5 | 5.00 | change of work assignment/function |
| | No. of entries consolidated error free | Consolidates CkDJ of the main campus under 01-RAF | 150 | 122 | 5 | 5 | 5 | 5.00 | |

| | | | | | | | | |
|--|---|-----|-----|---|---|---|------|------------------------------------|
| 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 01-RAF | 125 | 185 | 5 | 5 | 5 | 5.00 | change of work assignment/function |
| No. of journals prepared within the mandated time | Prepares journals for Regular Agency Fund (Dec.2023) & 07-TR (Jan.2024) | 637 | 145 | 5 | 5 | 5 | 5.00 | |
| No. of journals prepared within the mandated time | Prepares General journals and JEV for 01-RAF (Dec. 2023) | 127 | 68 | 5 | 5 | 5 | 5.00 | |
| No. of accounts maintained and posted | Maintains and post to subsidiary ledgers for cash advances and cash in bank accounts | 37 | 180 | 5 | 5 | 5 | 5.00 | |
| No. of entries for liquidation of cash advances | Prepares liquidation summary report for 01-RAF (Dec.2023) | 87 | 49 | 5 | 5 | 5 | 5.00 | |
| No. of Schedules prepared w/in the mandated time | Prepares schedule of Accts. Rec., Advances to Officers & Employees , Advances to Special Disb. Officers, Petty Cash, Due from Officers , Other Receivables, Accts. Payable for 01-RAF | 15 | 15 | 5 | 5 | 5 | 5.00 | Year end (as of Dec.2023) |
| No. of Trial Balance prepared within the mandated time | Prepares Trial Balance under 01-RAF | 3 | 3 | 5 | 5 | 5 | 5.00 | |

| | | | | | | | | | |
|--|--|--|---|---|---|---|---|------|---|
| | No. of Bank Reconciliation prepared | Prepares bank reconciliation for MDS accounts | 3 | 6 | 5 | 5 | 5 | 5.00 | reconciled Jan. to March, 2023 (continuing acct for 2022-late bank statement) & Oct. to Dec. 2023 Current acct. |
| | | Prepares bank reconciliation for 07-Trust(Plain) account - additional assignment | 8 | 8 | 5 | 5 | 5 | 5.00 | May to Dec. 2022 |
| | No. of Consolidated Financial Statements prepared quarterly & year end | Prepares consolidated Financial Statements for all funds and 01-RAF | 8 | 8 | 5 | 5 | 5 | 5.00 | Year end (as of Dec.2023) |
| | No. of Consolidated Financial Reports prepared quarterly & year end | Prepares consolidated Trial Balance for all funds | 1 | 1 | 5 | 5 | 5 | 5.00 | Year end (as of Dec.2023) |

Acctg MFO 5: Free Higher Education (FHE) and TES/TDP Services

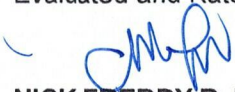
| | | | | | | | | | |
|--|---|--|---|---|------------|------------|------------|---------------|--|
| | Number of Tuition and Other School Fees billing reviewed and submitted to DBM/CHED. | Reviews FHE Billing Details in every Semester | 4 billings (2nd Sem TOSF, Graduation Fee, Summer TOSF, 1st Sem TOSF for 38,347 students) | Reviewed & Facilitated FHE Billings for AY 2023-2024 , documents needed for UADCO presentation & Deficiency Billing for AY 2022-2023 submitted to CHED Central Office | 5 | 5 | 4 | 4.67 | Facilitated & Reviewed FHE Billing & documents needed for UADCO presentation |
| | Number of TES/TDP billings reviewed and submitted to CHED Unifast Region 8 | Reviews Billing, Payrolls & Liquidation Reports of the released grants for TES and TDP-TES in every Semester | 2 Billings for TES and TDP-TES) | Reviewed & Facilitated TES & TDP Billings validation. Follow up CHED RO8 for the TES & TDP Releases | 5 | 5 | 5 | 5.00 | Facilitated/Submitted Liquidation Reports to CHED |
| | Total Over-all Rating | | | | 129 | 129 | 124 | 127.33 | |

| | | |
|---|--|--------------------|
| Average Rating (Total Over-all rating divided by # of entries) | | 4.90 |
| Additional Points: | | |
| Punctuality | | |
| Approved Additional points (with copy of approval) | | |
| FINAL RATING | | 4.90 |
| ADJECTIVAL RATING | | Outstanding |

Comments & Recommendations for Development Purpose:

Dependable. Good relationship with the staff under her supervision.

Evaluated and Rated by:



NICK FREDDY R. BELLO

OIC-Head, Accounting Office

Date: July 25, 2024

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

commending Approval:

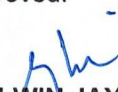


LOUELLA C. AMPAC

Director, Financial Management Office

Date: July 25, 2024

Approved:



ELWIN JAY V. YU

Vice Pres. For Admin. and Finance

Date: July 25, 2024

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, MA Baslan, 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) |
|--|--|--|------------------------------|--------------|---|

Prepared by:

NICK FREDDY R. BELLO
OIC Head, Accounting

PERFORMANCE MONITORING FORM

oyee: WILMA NAPIERE


| 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 | Reviews/monitors Financial Reports of externally funded projects | Financial Reports | monthly/quarterly | after receipt of document submitted by the | within the day | Very Impressive | Outstanding | |
| 2 | Reviews/monitors Terminal Financial Reports submitted to Funding Agencies | Financial Reports | As needed | after receipt of document submitted by the | within the day | Very Impressive | Outstanding | for completed projects |
| 3 | 01-RAF-Encodes & records entries to BAOM | documents encoded & recorded to BAOM | daily | daily | daily | Very Impressive | Outstanding | |
| 4 | 07-TR-Encodes & records entries to BAOM | documents encoded & recorded to BAOM | daily | daily | daily | Very Impressive | Outstanding | |
| 5 | Posts transactions to SL and GL for 01-RAF | transactions posted to SL & GL | monthly | 5 days after all necessary journals were accomplished | 5 days | Very Impressive | Outstanding | |
| 6 | Consolidates CkdJ of the main campus under 01-RAF | consolidated check disbursement journals | monthly | after all ckdj of the main campus were accomplished | 1 day | Very Impressive | Outstanding | |
| 7 | Consolidates all transactions of the branch campuses such as CRJ, CDJ, CkdJ and post to General and subsidiary ledgers for 01-RAF | consolidated journals for external campuses & posted transactions to SL & GL | monthly | 2 days after receipt of all journals of external campuses | 2 days | Very Impressive | Outstanding | |
| 8 | Prepares journals for Regular Agency Fund (Dec.2023) & 07-TR (Jan.2024) | Prepared journals and JEV | monthly | after the following month | within the month | Very Impressive | Outstanding | |
| 9 | Prepares General journals and JEV for 01-RAF (Dec. 2023) | Prepared journals and JEV | monthly | 2 days after consolidation of all journals and after posting of all necessary entries | 2 days | Very Impressive | Outstanding | |
| 10 | Maintains and post to subsidiary ledgers for cash advances and cash in bank accounts | Posted entries of Cash Advances and Cash in Bank Accounts to SL | monthly | after preparation of all necessary journals & required documents | 2 days | Very Impressive | Outstanding | |

| | | | | | | | | |
|----|---|--|------------------|---|--|-----------------|-------------|---|
| 11 | Prepares liquidation summary report for 01-RAF (Dec.2023) | Prepared summary report of liquidation for 01-RAF | monthly | after receipt of liquidation reports & documents | 1 day | Very Impressive | Outstanding | depends on the number of cash advances liquidated within the month |
| 12 | Prepares schedule of Accts. Rec., Advances to Officers & Employees, Advances to Special Disb. Officers, Petty Cash, Due from Officers, Other Receivables, Accts. Payable for 01-RAF | Prepared Schedules for 01-RAF (Oct.-Dec.) | quarterly | after all entries for the main campus and external campuses were posted to SL | 2 days | Very Impressive | Outstanding | depends on the volume of transactions for the month & the number of employees with cash advances |
| 13 | Prepares Trial Balance under 01-RAF | Prepared Trial Balance for 01-RAF (Nov.-Dec.) | monthly | 10 days of the following month | 5 days after preparation of all necessary reports & posting of all transactions to SL & GL | Very Impressive | Outstanding | |
| 14 | Prepares bank reconciliation for MDS accounts | Prepared Bank Reconciliation for MDS account | monthly | 10 days upon receipt of the Bank Statement | 5 days preparation for MDS January to March, 2023 (continuing-allocation 2022) & MDS Oct. to Dec. 2023 (2023 allocation) | Very Impressive | Outstanding | note: late receipt of Bank Statement for the Jan. to March 2023 BS for the 2022 Allocation (continuing) |
| 15 | Prepares bank reconciliation for 07-Trust(Plain) account - additional assignment | Prepared Bank Reconciliation for 01-Trust(Plain), May to Dec. 2022 | monthly | 10 days upon receipt of the Bank Statement | 2 mos. of recon for May to Dec. 2022 Bank Statements | Very Impressive | Outstanding | add'l. work for updating ,given in 2024 |
| 16 | Prepares consolidated Financial Statements for all funds and 01-RAF | Prepared consolidated all Funds and 01-RAF(Dec.) | quarterly/annual | 2 days | within 2 days | Very Impressive | Outstanding | |
| 17 | Prepares consolidated Trial Balance for all funds | Prepared Consolidated Trial Balance for All Funds(Dec.) | quarterly/annual | 2 days | within 2 days | Very Impressive | Outstanding | |
| 18 | Reviews FHE Billing Details in every Semester | FHE Billing | every semester | after receipt of billing document | within the day | Very Impressive | Outstanding | |
| 19 | Reviews Billing, Payrolls & Liquidation Reports of the released grants for TES and TDP-TES in every Semester | Billings, Payroll & Liquidation Reports for TES/TDP Grants | every semester | after receipt of documents | within the day | Very Impressive | 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: WILMA V. NAPIERE

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 supervisory related training

Result

Increased supervisory skills as Head of the Trust Section.

Date: _____ Target Date: _____

Next Step:

Recommended for Promotion

Outcome: _____

Final Step/Recommendation:

Prepared by:



NICK FREDDY R. BELLO

Immediate Supervisor

Conforme:



WILMA V. NAPIERE

Name of Ratee Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

Name of Staff: **WILMA V. NAPIERE**

Position: **Admin Officer II**


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 |



| | | | | | |
|--|-------|---|---|---|---|
| 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 | 5.0 | | | | |
| Overall recommendation: Keep up the good work | | | | | |


NICK FREDDY R. BELLO
 OIC-Head, Accounting Office