



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 | 4.88 | 70% | 3.416 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 5.00 | 30% | 1.5 |
| TOTAL NUMERICAL RATING | | | 4.916 |

TOTAL NUMERICAL RATING: **4.916**


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.916**


FINAL NUMERICAL RATING **4.916**

ADJECTIVAL RATING: **Outstanding**

Prepared by:


VALERIE Y. VERGIS
Admin. Aide VI

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 **July 1 to December 31, 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, 2022 | Actual Accomplishment | Rating | | | | Remarks |
|--|--|--|-------------------|---|-----------------------|----------------|----------------|----------------|----------------|---|
| | | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| 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 |
| | PI2. 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 | 156.92% | 102 | 5 | 5 | 5 | 5.00 | 102 office comm./ documents (e.g. Scholars liabilities, etc) |
| Acctg MFO2: Disbursement / Processing Services | | | | | | | | | | |
| | 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 | 110.20% | 16,530 | 5 | 4 | 5 | 4.67 | Approx 16,530 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 | 650.00% | 65 | 4 | 5 | 5 | 4.67 | 65 scholars |

| | | | | | | | | | | |
|--|---|---|-----|---------|---------------------|--------------|--------------------|--------------|--------------|--|
| | No. of vouchers/payrolls journalized right after the receipt of documents | Journalizes vouchers/payrolls | 200 | 162.50% | 325 | 5 | 5 | 5 | 5.00 | 325 vouchers/ payrolls |
| | No. of records updated error free | Updates employees records in the database(loans,salary inc.,change of status, etc.) | 720 | 110.00% | 792 | 5 | 4 | 5 | 4.67 | 792 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 | 200.00% | 30 | 5 | 5 | 5 | 5.00 | 30 clearances |
| | No. of regular employees | 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 (remittance in-charge) | 1 | 200.00% | 2 | 5 | 5 | 5 | 5.00 | Trained/Assisted 2 staff |
| | | | | | Total points | 54.00 | 52.00 | 55.00 | 53.67 | Comments & Recommendations for Development Purpose: To attend trainings for updates on Acctg. System, Income Taxation, and other Taxation updates. |
| Total Over-all Rating | | | | | | | 53.67 | | | |
| Average Rating | | | | | | | 4.88 | | | |
| Additional points: | | | | | | | | | | |
| Approved additional points (with copy of approval) : | | | | | | | | | | |
| Final Rating | | | | | | | 4.88 | | | |
| Adjectival Rating | | | | | | | Outstanding | | | |

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

Evaluated and Rated by:



NICK FREDDY R. BELLO

OIC-Head, Office of the Head of Accounting

Date: _____

Recommending Approval:



LOUELLA C. AMPAC

Director, Office of the Director for Financial Management

Date: _____

Approved:



DANIEL LESLIE S. TAN

VP for Administration and Finance

Date: _____

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 | Posts salaries, honorarium, overtime, RATA, etc. of regular staff & Phil. Carabao Center regular staff in the index of payments | Payrolls received, posted and released | per quincena | 3 days after receipt | 2 & 1 1/2 days | Very Impressive | Outstanding | |
| 2 | Journalizes vouchers/payrolls | Journalized vouchers/payrolls | after posting of payroll/voucher | after posting of payroll/voucher | daily | Very Impressive | Outstanding | |
| 3 | Updates employees records in the data base(loans, salary increase change of status, etc.) | Updated records in the data base | daily | 2 days | 1 day | Impressive | Very Satisfactory | |
| 4 | Computes total expenses (salaries & allowances, etc) for scholars who pursued MS/Doctorate degree reinstated but not yet graduated. | Computed expenses | annual | 3 days | 1 day | Very Impressive | Outstanding | |
| 5 | Computes withholding tax for faculty & staff | Computed withholding taxes | monthly | 5 days | 3 days | Very Impressive | Outstanding | |
| 6 | Countersigns clearance of regular staff | Countersigned clearance | daily | daily | daily | Very Impressive | Outstanding | |
| 7 | Asst. Treasurer, LSU-Administrative Personnel Association (LSU-AdPA) | Prepared payroll/vouchers of financial transactions in the association | | | | | | |
| 8 | Assists in the preparation, maintenance, retrieval, controlling documents and records | | | | | | | |
| 9 | 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: **July. 1-December 31, 2022**

Name of Staff: Valerie Y. Vergis Position: Admin Aide VI

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 | | 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 | | N/A | | | | |
| Average Score | | 5.0 | | | | |

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: December, 2023

First Step:

Training on financial management and other accounting functions

Result: Improved Performance

Date: _____ Target Date: _____

Next Step:

Recommend for Promotion

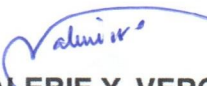
Outcome: _____

Final Step/Recommendation:

Prepared by:


NICK FREDDY R. BELLO
Unit Head

Conforme:


VALERIE Y. VERGIS
Name of Ratee Faculty/Staff