



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

RICKY DANN M. FERNANDEZ

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.80	70%	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
TOTAL NUMERICAL RATING			4.76

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

4.76

4.76

Outstanding

Prepared by:

RICKY DANN M. FERNANDEZ
Adm. Aide III

Reviewed by:

NICK FREDDY R. BELLO
OIC-Head, Accounting Office

Recommending Approval:

LOUELLA C. AMPAC
Director, Financial Management Office

Approved:

EDGARDO E. TULIN
Vice President for Administration and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, RICKY DANN M. FERNANDEZ , 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 July 1 to December 31, 2023.

Prepared by:

RICKY DANN M. FERNANDEZ

Ratee

Date: January 24, 2024

Approved by:


NICK FREDDY R. BELLO

Head of Unit

Date: January 24, 2024

Rating Equivalents:

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

MFO & PAPs	Success Indicators	Task Assigned	JAN-DEC 2023	Percentage of	Details of	Rating				Remarks
			Target	Accomplishmen	Accomplishment	Q¹	E²	T³	A⁴	
UMFO5: SUPPORT TO OPERATIONS										
Acctg MFO1: ISO 9001:2015 aligned documents										
	Number of quality procedures maintained/prepared/revised	Number of documents coded on ISO 9001:2015 standard forms	500	100%	1,149	5	5	5	5	controlled ISO documents
		Posts/Monitor internal and external documents	500	100%	1,149	5	5	5	5	controlled ISO documents
Acctg MFO2: Innovation & best practices services										
	Number of Innovations for Improved University Operations	Digitalizing Liquidation Report Control using google drive sheets	6	100%	6	5	4	5	4.67	store in google drive 
	Number of best practices achieved	Number of reminders via Internet Protocol (IP) phone	6	100%	6	5	4	5	4.67	use as needed

UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES										
Acctg MFO1: Administration Support Services & Management										
	Customer Friendly Frontline Service	Served clients with courtesy; immediate response to client needs and inquiries	100% no complaints	100%	100% no complaints	5	5	5	5	Clients well served
	Number of external linkages for improved financial management developed/maintained	Maintain relationship with external linkages for improving financial management	2 (Suppliers and COA)	100%	2 (Suppliers and COA)	5	5	5	5	Comply financial requirements
	Percentage of NCs received and acted	Practice ISO standard Requirement	Zero	100%	100% no complaints	5	5	5	5	No NCs received
	Percentage of CARs received and acted	Practice ISO standard Requirement	Zero	100	100% no complaints	5	5	5	5	No CARs received
Acctg MFO2: Disbursement / Processing Services										
	Number of financial documents pre-audited	Pre-Audit PO and payments of supplies/material and services	2,000	100%	1,500	5	5	4	4.67	Pre-audited All documents received
		Pre-Audit payroll for Regular, Casual and Job Order Employees	3,000	100%	3,500	5	4	4	4.33	Pre-audited All documents received
		Pre-Audit overtime pay of VSU regular and casual employees.	200	100%	350	5	5	5	5	Pre-audited All documents received
		Pre-audited and posted travel cash advances and petty cash, reimbursement/replenishment and liquidations	1,500	100%	2,000	5	5	5	5	Pre-audited All documents received
		Journalizes vouchers of travel, supplies/materials and services	2,000	100%	2,500	5	5	5	5	2,500 financial documents

	Number of monitored documents of unliquidated cash advances	Post Cash advance and liquidation of clients on the ledger (Travel, Petty Cash and partial payment of Infrastructure services)	500	100%	300	4	4	5	4.33	Update ledger as needed
		Monitoring of partial payment and warranty of supplies/materials and services.	1,000	100%	315	5	5	5	5	315 documents monitored
		Prepare and Release demand/notice request to clients with unliquidated cash advances	50	100%	50	4	4	4	4	Prepared 50 demand letters
		Transfer of Liquidation Report (RAF, IGF, TF & BRF) to Bookkeeping Section	500	100%	350	5	5	5	5	350 documents

Acctg MFO3: Book Keeping Services

	Number of Quarterly and Terminal Financial Projects Reports with supporting schedules prepared and submitted to funding agencies within the mandated time	Prepare Financial Report of each project								Turn-over to Trust Staffs
		Prepare Schedule of Recapitulated liquidations of each projects								Turn-over to Trust Staffs
		Prepare schedule of accounts payable for each projects								Turn-over to Trust Staffs
		Prepares Liquidation Report of Accounts Payable of the previous Year of each projects								Turn-over to Trust Staffs

		Prepare Terminal Report as projects requires								Turn-over to Trust Staffs
	Number of financial documents obligated	Control Projects/ Releases under NGAS (20201050) funded by DA-BAR, CHED, PCARRD, DENR, DOST & NEDA								Turn-over to Trust Staffs
					Total points:	83	80	82	81.7	
	Total Over-all Rating		81.67							
	Average Rating		4.8							
	Additional points:									
	Approved additional points (with copy of approval) :									
	Final Rating		4.8							
	Adjectival Rating		Outstanding							

Comments & Recommendations for Development Purpose:
Attend training on Accounting Related Activities

Evaluated and Rated by:


NICK FREDDY R. BELLO

OIC-Head, Accounting Office

Date: January 24, 2024

1 - quality

3 - timeliness

2 - efficiency

4 - average

Recommending Approval:


LOUELLA C. AMPAC

Director, Financial Management Office

Date: January 25, 2024

Approved:


EDGARDO E. TULIN

Vice Pres. for Admin and Finance

Date: January 25, 2024



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2023

Name of Staff: **RICKY DANN M. FERNANDEZ**

Position: Adm. 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		56				

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		4.67				

Overall recommendation : _____



NICK FREDDY R. BELLO
OIC-Head, Accounting Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **RICKY DANN M. FERNANDEZ**

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 24, 2024

Target Date: November 2024

First Step:

Attend Relevant Training on Accounting related services

Result

Improved performance

Date: _____ Target Date: _____


Next Step:

Recommended for Promotion

Outcome: _____

Final Step/Recommendation:

Prepared by:


NICK FREDDY R. BELLO
Immediate Supervisor

Conforme:


RICKY DANN M. FERNANDEZ
Name of Ratee Faculty/Staff