

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: NILDA D. GACUTAN

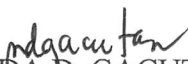
| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.95 | 4.95 x 70% | 3.46 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.91 | 4.91 x 30% | 1.47 |
| TOTAL NUMERICAL RATING | | | 4.93 |

TOTAL NUMERICAL RATING: 4.93
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.93

FINAL NUMERICAL RATING 4.93

ADJECTIVAL RATING: OUTSTANDING


Prepared by:


NILDA D. GACUTAN
Name of Staff

Reviewed by:


ERLINDA S. ESGUERRA
Department/Office Head

Recommending Approval:


LOUELLA C. AMPAC
Director for Finance

Approved:


REMBERTO A. PATINDOL
Vice Pres. for Admin & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Nilda D. Gacutan**, of the Accounting Office commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January-June 30, 2018

Nilda D. Gacutan
NILDA D. GACUTAN
Ratee

Approved:

ERLINDA S. ESGUERRA
Head of Unit

| MFO & PAPs | Success Indicators | Tasks Assigned | 2018 Target | Percentage of Accomplishments As of June 30, 2018 | Details of Accomplishment | Rating | | | | Remarks |
|----------------------|--|---|-------------|---|--|--|----------------|----------------|----------------|------------|
| | | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| Bookkeeping Services | No. of entries encoded to BAOM and recorded error free | Encodes & records vouchers, payrolls and JEV Internally Generated Fund. | 2,600 | 138% | Encoded & recorded 3,611 entries | 5 | 5 | 5 | 5.00 | |
| | No. of transactions posted error free | Posts transactions to General and Subsidiary Ledgers for Internally Generated Funds. | 2,400 | 129% | posted 3,115.00 transaction to GL & SL | 5 | 5 | 4 | 4.67 | |
| | No. of journals prepared within the mandated time | Prepares check disbursement journals and JEV for fund 164 | 75 | 130% | consolidated 98 Check disb. Journals | 5 | 5 | 5 | 5.00 | |
| | No. of journals prepared within the mandated time | Consolidates CKDJ for Internally Generated Funds | 4 | 150% | consolidated 6 Check disb. Journals | 5 | 5 | 5 | 5.00 | |
| | No. of journals prepared within the mandated time | Prepares General Journals and journal Entry Voucher for Internally Generated Funds | 150 | 112% | Prepared 168 General Journal & journal entry voucher | 5 | 5 | 4 | 4.67 | |
| | No. of check disbursement journals prepared within the mandated time | Consolidates CKDJ for fund 164 and 4 branch campuses | 12 | 116% | consolidated 14 Check disb. Journals | 5 | 5 | 5 | 5.00 | |
| | No. of reports prepared within the mandated time | Prepares bank reconciliation statements for fund 164 plain and Cebu, 101T Plain and Cebu, AREC, VSU Hospital, Senior High and Fund 161 (8 bank accounts) | 40 | 120% | Prepared 48 Bank reconciliation | 5 | 5 | 5 | 5.00 | |
| | No. of schedule of cash advances prepared within the mandated time | Prepares aging schedules of cash advance for operating expenses, cash advance for special disbursing officers, advances to officers and employees, petty cash, and schedule of A/R, Other Receivables, Schedule of Due from Officers & Employees & Schedule of Receivables-Disallowance Charges | 48 | 100% | Prepared 48 schedules | 5 | 5 | 5 | 5.00 | |
| | No. of Trial Balance prepared within the mandated time | Prepares Trial Balance for Internally Generated Funds | 6 | 100% | Prepared 6 Trial Balance | 5 | 5 | 5 | 5.00 | |
| | No. of reports prepared within the mandated time | Prepares quarterly financial reports such as Financial Position, Financial Performance, and changes in Gov't Equity under fund 164 | 14 | 128% | Prepared 18 financial reports | 5 | 5 | 5 | 5.00 | |
| Financial Report | Other accomplishment | Acts as OIC in the absence of office head & bookkeeper | | | | | | | | signed 100 |
| | Total Over-all Rating | | | | | 50 | 50 | 48 | 49 | |
| | Average Rating (Total Over-all rating divided by # of | | | | 4.93 | Comments & Recommendations for Development Purpose: <i>Recommended for promotion</i> | | | | |
| | Additional Points: | | | | | | | | | |
| | Punctuality | | | | | | | | | |
| | Approved Additional points (with copy of approval) | | | | | | | | | |
| | FINAL RATING | | | | 4.93 | | | | | |
| | ADJECTIVAL RATING | | | | | | | | | |

Evaluated and Rated by:

ERLINDA S. ESGUERRA
ERLINDA S. ESGUERRA
Head, Acctg. Office

Recommending Approval:

LOUELLA C. AMPAC
LOUELLA C. AMPAC
Director For Finance

Approved:

REMBERTO A. PATINDOL
REMBERTO A. PATINDOL
Vice Pres. For Admin. & Finance

Date: _____

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

Date: _____

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan.1-June 30, 2018

Name of Staff: Nilda G.Gacutan Position: Administrative Assistant 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 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 | 59 | | | | |
| Average Score | 4.92 | | | | |

Overall recommendation : _____


ERLINDA S. ESGUERRA
Name of Head

PERFORMANCE MONITORING FORM

Name of Employee: **NILDA D. GACUTAN**

| 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 | Encodes & records vouchers, payrolls and JEV Internally Generated Fund. | Encoded & recorded vouchers, payrolls and JEV for Internally Generated Fund | Daily encoding | the day the documents are received | right after documents are received | Very impressive | Outstanding | |
| 2 | Posts transactions to General and Subsidiary Ledgers for Internally Generated Funds. | Posted transactions to General and Subsidiary Ledgers for Internally Generated Funds. | Monthly | 4 working days after completion of reports | 2 working days after completion of reports | Impressive | Very Satisfactory | |
| 3 | Prepares check disbursement journals and JEV for fund 164 | Prepared check disbursement journals and JEV for Fund 164 | Monthly | the day the documents are received | right after documents are received | Very impressive | Outstanding | |
| 4 | Consolidates CKDJ for Internally Generated Funds | Consolidated CKDJ for Internally Generated Fund | Monthly | 2 working days after check disbursement journals mand JEV are prepare | 1 working day after check disbursement journals mand JEV are prepare | Very impressive | Outstanding | |
| 5 | Prepares General Journals and journal Entry Voucher for Internally Generated Funds | Prepared General Journals and journal entry voucher for Internally Generated Fund | Monthly | 2 days after sorting all the supporting documents | 1 day after sorting all the supporting documents | Impressive | Very Satisfactory | |
| 6 | Consolidates CKDJ for fund 164 and 4 branch campuses | Consolidated CKDJ for Fund 164 and 4 branch campuses | Monthly | the day the reports are received | right after the reports are received | Very impressive | Outstanding | |
| 7 | Prepares bank reconciliat1on statements for fund 164 plain and Cebu, 101T Plain and Cebu, AREC, VSU Hospital, Senior High and Fund 161 (8 bank accounts) | Prepared bank reconciliat1on statements for fund 164 plain and Cebu, 101T Plain and Cebu, AREC, VSU Hospital, Senior High and Fund 161 (8 bank accounts) | Monthly | 5 days after receipt of bank statements | 3 days after receipt of bank statements | Very impressive | Outstanding | |

| 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 |
|----------|---|---|--------------------|---|--|--------------------|---------------------------------|------------------------|
| 8 | Prepares aging schedules of cash advance for operating expenses, cash advance for special disbursing officers, advances to officers and employees, petty cash, and schedule of A/R, Other Receivables, Schedule of Due from Officers & Employees & Schedule of Receivables-Disallowance Charges | Prepared aging schedules of cash advance for operating expenses, cash advance for special disbursing officers, advances to officers and employees, petty cash, and schedule of A/R, Other Receivables, Schedule of Due from Officers & Employees & Schedule of Receivables-Disallowance Charges | Quarterly | 6 days after posting subsidiary ledger | 4 days after posting subsidiary ledger | Very impressive | Outstanding | |
| 9 | Prepares Trial Balance for Internally Generated Funds | Prepared Trial Balance for Internally Generated Funds | Monthly | 10 days after consolidating posting & preparing all the necessary transactions. | 5 days after consolidating posting & preparing all the necessary transactions. | Very impressive | Outstanding | |
| 10 | Prepares quarterly financial reports such as Financial Position, Financial Performance, and changes in Gov't Equity under fund 164 | Prepared quarterly financial reports such as Financial Position, Financial Performance, and changes in Gov't Equity under fund 164 | Quarterly | 3 days after posting General ledger | 2 days after posting General ledger | Very impressive | Outstanding | |
| 11 | Acts as OIC in the absence of office head & bookkeeper | Acted as OIC in the absence of office head & bookkeeper | As the need arises | | | Very impressive | Outstanding | |

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:



ERLINDA S. ESGUERRA
Head, Accounting Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: NILDA D. GACUTAN
Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 1 Target Date: October 2018

First Step:
Attend PAGBA Convention

Result: Improved Performance

Date: _____ Target Date: _____

Next Step:
Recommend for Promotion

Outcome: _____

Final Step/Recommendation:

Prepared by:


ERLINIDA S. ESGUERRA
Unit Head