



**Annex P**

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

Name of Administrative Staff: **VERGIS, VALERIE Y.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.88	70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.50
<b>TOTAL NUMERICAL RATING</b>			<b>4.92</b>

TOTAL NUMERICAL RATING: 4.92

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING 4.92

ADJECTIVAL RATING: Outstanding

Prepared by:

**VALERIE Y. VERGIS**

Admin Aide *YV*

Reviewed by:

**NICK FREDDY R. BELLO**

OIC-Head, Accounting Office

Recommending Approval:

**LOUELLA C. AMPAC**

Director, Financial Management

Approved:

**ELWIN JAY V. YU**

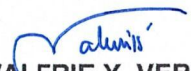
Vice President, Administration and Finance




# **INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **VALERIE Y. VERGIS**, 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:

  
**VALERIE Y. VERGIS**  
 Ratee  
 Date: July 25, 2024

  
**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 & PAP	Success Indicators	Tasks Assigned	Target (Jan 1 - Dec 31, 2024)	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO5: SUPPORT TO OPERATIONS									
Acctg MFO2: Innovation & best practices services									
	PI1. Number of quality procedures maintained/ prepared/revised	Maintains ISO quality procedures	2	2	5	5	5	5.00	Maintained and continuos compliance to the 2 Registered QPs of the office.
	PI2. Number of innovation for improved university operations	Digitalizes of financial document Index using google drive sheets	3	1	5	5	5	5.00	Done : Index of Travel Documents ; Indexes for Petty Cash, Regular, Casual/Contractual, Part-time and JO staff (to be accomplished in the next half months of the year)
	PI3. Number of best practices achieved	Assists in the drafting / preparation of relevant Memos	2	2	5	5	5	5.00	Issuance of relevant OP/OVPAF Memos for guidance of the concerned employees (e.g. BIR Filings for Regular, Financial Transaction matters e.g. pre-audit guidelines/ references used)



**UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES****Acctg MFO1: Administration Support Services & Management**

	<b>PI1.</b> Customer Friendly Service	Serves client with courtesy; immediate response to client needs and inquiries	100% no complaint	100% no complaint	4	4	4	4.00	100% no complaint; Served clients with courtesy; immediate response to client needs and inquiries
	<b>PI2.</b> Number of external linkages for improved financial management developed / maintained	Facilitates external linkages for the improvement of financial transactions	7 (COA, BIR, GSIS, Philhealth, HDMF, VSUCC, PCC)	7	5	5	5	5.00	January-February 2024 : 7 external linkages ; March-June 2024 : 1 external linkage only (COA) due to change of work assignment (pre-auditor)
	Percentage of NCs received	Practice ISO standard	Zero	Zero	5	5	5	5.00	No NCs Received
	Percentage of CARs	Practice ISO standard	Zero	Zero	5	5	5	5.00	No CARs Received

**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)	30,000	6,250	5	5	4	4.67	January-February 2024 : around 6250 staff payrolls/vouchers ; Transfer of work assignment starting March 2024 (pre-auditor)
	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	50	7	5	5	5	5.00	7 certifications only ; Transfer of work assignment starting March 2024 (pre-auditor)
	No. of records updated error free	Updates employees records in the database (loans, salary increase,change of status, etc.)	720	880	5	5	5	5.00	880 employees recorded in the database (loans, salary increase,change of status, etc.)
	No. of staff cleared error free	Countersigns clearance of regular staff	30	16	5	5	5	5.00	Countersigned clearance of regular staff ; transfer of work assignment starting March 2024 (pre-auditor)

	No. of regular employees computed their withholding tax	Computes withholding tax of regular staff	800	880	5	5	5	5.00	Computed projected withholding tax of regular staff 1st month of the year ; transfer of work assignment starting March 2024 (pre-auditor)
	No. of Report on Salaries and Allowances Received (ROSA) prepared	Prepares and submits Report on Salaries and Allowances received (ROSA) within the prescribed time (including its supporting documents)	3	1	5	5	5	5.00	Oct-Dec 2023 ROSA prepared and submitted ; transfer of work assignment starting March 2024 (pre-auditor) ; ROSA deadline on or before 5th of the last month of the quarter (e.g. April 5, July 5, Oct 5, Jan 5)
	No. of staff per deduction encoded in the payroll system	Encodes deduction in the payroll system within the prescribed time	400	425	5	5	5	5.00	Encoded deduction in the payroll system within the prescribed time
	No. of vouchers, petty cash advances, replenishment, liquidation, RIS and PR's prepared	Prepares vouchers, petty cash advances, replenishment, liquidation, RIS, PR's and PPMP with supporting documents needed for the office	5	16	5	5	4	4.67	Prepared vouchers, RIS, PR's and PPMP with supporting documents needed for the office
	Number of financial documents pre-audited (new work assignment starting March 2024)	Pre-Audits payroll for Regular, Casual and Job Order Employees (including honorarium, overload pay, RATA, remittances, billings, fund transfers, bonuses, and other benefits received by employees and/or payments to be paid in concerned agency / individual)	9,000	5,650	5	4	5	4.67	Pre-audited 5,650 different types of payrolls/vouchers ; Note: half of the total volume of payroll counted / pre-audited will consist of 3-50 staff/payroll



		Pre-audits and posts travel / petty cash advances, reimbursement/ replenishment and liquidations	2,500	1,530	5	4	5	4.67	Pre-audited 1,530 vouchers ; Note: quarter of the total volume of voucher counted / pre-audited will consist of 3-20 staff/student e.g JO / Casual / student travels included in the Regular Cash Advance and they will have different itinerary or documents attached. Starting June 2024, Casual staff can do/prepare Travel Cash Advances as per advised by COA.
		Pre-audits overtime pay of VSU regular and casual employees.	200	0					This task will be accomplished in the last quarter of the year
	No. of vouchers/payrolls journalized right after the receipt of documents	Journalizes vouchers/ payrolls	700	2,320	5	5	5	5.00	increased volume of payrolls/vouchers due to transfer of work assignment starting March 2024 (pre-auditor)
	No. of staff trained/assisted	Trains/Assists staff (new regular posting in-charge, emergency manpower during peak season for pre-audit (payroll periods : 1st and 3rd weeks of the month), new remittance in-charge especially in annual tax reports, new staff as backpremium in-charge and payroll system deduction in-charge)	2	5	5	5	5	5.00	Trained/Assisted concerned staff
				Total points:	94	92	92	92.67	Comments & Recommendations for Development Purpose:  Keen to details. Has initiative to further improve the services of the section under her supervision.
Total Over-all Rating					92.67				
Average Rating					4.88				
Additional points:									
Approved additional points (with copy of approval) :									
Final Rating					4.88				
Adjectival Rating					Outstanding				

Evaluated and Rated by:

  
**NICK FREDDY R. BELLO**

OIC-Head, Accounting Office

Date: July 25, 2024

Recommending Approval:

  
**LOUELLA C. AMPAC**

Director, Financial Management Office

Date: July 25, 2024

Approved:

  
**ELWIN JAY V. YU**

VP for Administration and Finance

Date: July 25, 2024

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



**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, MABaslan, 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)
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Prepared by:

**NICK FREDDY R. BELLO**  
OIC Head, Accounting

## PERFORMANCE MONITORING FORM

Name of Employee: VALERIE Y. VERGIS

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplished	Actual Date Accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendations
1	Posts salaries, honorarium, overtime, RATA, etc. of regular staff & Phil. Carabao Center regular staff	Payrolls received, posted and released	per quincena	3 days after receipt	2 days	Very Impressive	Outstanding	January-February 2024 ; Transfer of work assignment starting
2	Updates employees records in the database (loans, salary increase	Updated records in the database	daily	2 days	1 day	Impressive	Very Satisfactory	January-February 2024 ; Transfer of work
3	Computes total expenses (salaries & allowances, etc) for scholars who pursued MS/Doctorate degree	Computed expenses	annually	3 days	1 day	Very Impressive	Outstanding	January-February 2024 ; Transfer of work assignment starting
4	Computes withholding tax for faculty & staff	Computed withholding taxes	monthly	5 days	3 days	Very Impressive	Outstanding	January-February 2024 ; Transfer of work
5	Prepares and submits Report on Salaries and Allowances Received (ROSA) within the prescribed time	ROSA and its supporting documents submitted to COA	quarterly	5 days after the last month of the quarter	4 days after the last month of the quarter	Very Impressive	Outstanding	last quarter of the prior year only ; Transfer of work assignment starting
6	Encodes deduction in the payroll system within the prescribed time	Encoded deductions in the payroll system	monthly	4th day of the month	1st day of the month	Very Impressive	Outstanding	January-February 2024 ; Transfer of work
7	Pre-Audits payroll for Regular, Casual and Job Order Employees (including honorarium, overload pay, RATA, remittances, billings, fund transfers, bonuses, and other benefits received by employees	Pre-audited different types of payrolls/ vouchers	daily	3 days	1-2 days	Very Impressive	Outstanding	Note: most of the payroll/voucher will consist of 3-50 staff/payroll ; To prepare detailed checklist in all financial documents to be
8	Pre-audits and posts travel / petty cash advances, reimbursement/ replenishment and liquidations	Pre-audited and posted travel/petty cash matters	daily	3 days	1-3 days	Impressive	Very Satisfactory	Note: quarter of the total volume of voucher pre-audited will consist of 3-20 staff/student e.g JO / Casual / student travels included in the Regular Cash Advance and they will have different itinerary



9	Pre-audits overtime pay of VSU regular and casual employees.	Pre-audited overtime pay	last quarter of the year or as need arises	3 days	1 day	Very Impressive	Outstanding	
10	Journalizes vouchers/payrolls	Journalized vouchers/payrolls	after posting of payroll/voucher	after posting of payroll/voucher	daily	Very Impressive	Outstanding	
11	Prepares and Releases demand/notice request to clients with unliquidated cash advances	All clients with unliquidated advances will received demand/ notice request from the office	Every after 30 or 60 days upon arrival of the concerned CA travel (local travel: 30 days;	1 day processing tiime	1 day processing tiime	Impressive	Very Satisfactory	with 1st notice after 30 or 60 days upon arrival, 2nd notice after 7 days the 1st notice received and final notice after 7 days the 2nd notice received
12	Prepares voucher, RIS, PR's, Petty Cash and PPMP with supporting documents needed for the office	Prepared voucher, PR, RIS, Petty Cash, PPMP	Last quarter of the prior year or as need arises	3 days	2 days	Very Impressive	Outstanding	
13	Trains/Assists staff (new regular posting in-charge, emergency manpower during peak season for pre-audit (payroll periods : 1st and 3rd weeks of the month), new remittance in-charge especially in	Trained/Assisted concerned staff	Daily/as need arises	2 hrs per day	2 hrs per day	Very Impressive	Outstanding	
14	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**  
OIC Head, Accounting Office

**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, 2024

Target Date: November 2024

First Step:

Attend Training related on supervisory level.

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Result:

Expand Knowledge in improving performance of the processing section.

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Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:

Recommend for Promotion

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Outcome: \_\_\_\_\_

Final Step/Recommendation:

Prepared by:



**NICK FREDDY R. BELLO**  
Immediate Supervisor

Conforme:



**VALERIE Y. VERGIS**  
Name of Ratee Staff





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January - June 2024

Name of Staff: **VALERIE Y. VERGIS**

Position: **Admin Aide IV**

**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



**ACCOUNTING OFFICE**

Visayas State University, VPGG+Q70, Baybay City, Leyte


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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>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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				
Overall recommendation: Keep up the good work					

  
**NICK FREDDY R. BELLO**  
 OIC-Head, Accounting Office