



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **JHONAVEL R. CASTIL**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.88	70%	3.42
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.90

TOTAL NUMERICAL RATING: 4.90

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.90

FINAL NUMERICAL RATING **4.90**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


JHONAVEL R. CASTIL
Administrative Aide III

Reviewed by:


ERLINDA S. ESGUERRA
Head, Accounting Office

Recommending Approval:



LOUELLA C. AMPAC
Director, Financial Management Office


Approved:


REMBERTO A. PATINDOL
Vice President, Administration and Finance Office

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JHONAVEL R. CASTIL**, 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, 2020.


JHONAVEL R. CASTIL
Ratee



ERLINDA S. ESGUERRA
Head of Unit

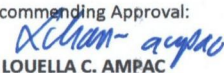
NO.	MFO & PAPs	Success Indicators	Task Assigned	Jan.-June 2020 Target	Percentage of Accomplishments	Details of Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
ACCTG. MFO 1	Administrative & Support Services & Management	No. of external linkages for improved financial management developed/maintained	COA & DBM	2 External Linkages	100%	2 External Linkages	5	5	5	5.00	
		Customer Friendly Service	Served clients with courtesy; immediate response to client needs and inquiries	100% no complaint; Served clients with courtesy; immediate response to client needs and inquiries	100%	100	5	5	5	5.00	
ACCTG. MFO 2	Disbursement/Processing Services	No. of transactions encoded/recorded error free	06-BRF-Encodes & records entries to BAOM	1320 entries encoded & recorded	60%	792 entries encoded & recorded	5	5	4	4.67	
ACCTG. MFO 3	Bookkeeping Services	No. of transactions posted	Posts transactions to SL and GL for Business Related Fund	1,520	65%	980	5	5	4	4.67	
		No. of transactions posted	Posts transactions to SL for DUE TO NGAS	2,000	72%	1,437	5	5	5	5.00	
		No. of entries consolidated error free	Consolidates CkDJ of the main campus under BRF	6	100%	6	5	5	5	5.00	
		No. of consolidated reports	Consolidates all transactions of the branch campuses such as CRJ, CDJ, CkDJ and post to General and subsidiary ledgers for Business Related Funds.	12	100%	12	5	5	5	5.00	
		No. of journals prepared within the mandated time	Prepares Monthly General Journals for Business Related Funds	6	100%	6	5	5	5	5.00	
		No. of reports prepared	Prepares Journal Entry Voucher for Fund 06-BRF	12	100%	12	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	18	72%	13	5	5	4	4.67	
		No. of entries for liquidation of cash advances	Prepares liquidation summary report for Business Related Funds.	12	16%	4	5	5	4	4.67	
		No. of Trial Balance prepared within the mandated time	Prepares Trial Balance for Business Related Funds	6	100%	6	5	5	5	5.00	
		No. of schedules prepared within the mandated time	Prepares schedule of A/R, Petty Cash, Other Recivables, Spec. Disb. Officer and Other Payables under BRF	10	80%	8	5	4	4	4.33	


		No. of reports prepared	Prepares summary of quarterly disbursements for Fund Cluster 06	2	100%	To be submitted within the first quarter of the ff year.	5	5	5	5.00	
		No. of reports prepared per projects	Prepares Income Statement for review	14	100%	To be submitted within the first quarter of the ff year.	5	5	5	5.00	
		No. of reports prepared	Prepares Annual Financial Report for Distribution of Net Income for sharing under Income Generating Projects	1	100%	To be submitted within the first quarter of the ff year.	5	5	5	5.00	
		No. of reports prepared	Prepares Annual Subsidiary Ledger Report for 101 Trust Projects for submission to COA	1	100%	To be submitted within the first quarter of the ff year.	5	5	5	5.00	
		No. of equipments posted and computed	Posts Property, Plant & Equipment to PPELC and computes depreciation expenses	120	146%	175	5	5	5	5.00	
		No. of PPE's prepared	Prepares subsidiary ledger for PPE (all funds)	55	100%	55	5	5	5	5.00	
		No. of Financial Statements prepared within the mandated time	Prepares Financial Statements for submission to COA, DBM, GAS and other concerned agencies for Business Related Funds.	10	100%	10	5	5	5	5.00	
ACCTG. MFO 4	Innovation & Best Practices Services or Continual Improvement and Management Services	No. of operations manuals prepared, developed and approved		1	100%	1	5	5	5	5.00	
		No. of innovations for improved university operations		1	100%	1	5	5	4	4.67	
		No. of best practices achieved		1	100%	1	5	5	4	4.67	
	Total Over-all Rating						115	114	108	112.33	

Average Rating (Total Over-all rating divided by # of entries)				4.88
Additional Points:				
Punctuality				
Approved Additional points (with copy of approval)				
FINAL RATING				4.88
ADJECTIVAL RATING				Outstanding

Comments & Recommendations for Development Purpose:
To attend training for update on Acctg. System

Received by: 
ERLINDA S. ESGUERRA
Head Accounting Office
Date: _____

Recommending Approval: 
LOUELLA C. AMPAC
Financial Management Director
Date: _____

Approved: 
REMBERTO A. PATINDOL
Vice Pres. for Admin and Finance
Date: _____

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

PERFORMANCE MONITORING FORM

Name of Employee: **JHONAVEL R. CASTIL**

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 entries to BAOM for Fund 06-BRF	Journals encoded & recorded	End of Month	1 day after	within a day	Very Impressive	Outstanding	
2	Posts transactions to SL and GL for Business Related Fund	Posted transactions to GL & SL	Monthly	10 days preparations of	within the week	Very Impressive	Outstanding	
3	Posts transactions to SL for 101-T Due to NGA'S	Posted transactions to SL	Monthly	3 days preparations	within the week	Very Impressive	Outstanding	
4	Consolidates all transactions of the branch campuses such as CRJ, CDJ, CkDJ and post to General and subsidiary ledgers for Business	Prepared Monthly Consolidated journals	Monthly	5 days after preparations of necessary docs	within a day	Very Impressive	Outstanding	
5	Prepares Statement of income and Expenses for Income Generating Projects	Prepared & Posted Monthly Income and expenses	Monthly	3 days preparations	1 day after	Impressive	Very Satisfactory	
6	Maintains and post to subsidiary ledgers for cash advances and cash in bank accounts	Posted transactions to ledgers	Quarterly	5 days of preparations	2 days after	Very Impressive	Outstanding	
7	Prepares liquidation summary report for Business Related Funds.	Prepared liquidation summary report	Monthly	2 days after the reports posted & recorded	within a day	Impressive	Very Satisfactory	
8	Prepares schedule of A/R, Petty Cash, Other Recivables, Spec. Disb. Officer and Other Payables under BRF	Prepared Schedules of Cash advances	Quarterly	2 days preparation	within a day	Very Impressive	Outstanding	
9	Prepares Trial Balance for Fund 06 - BRF	Prepared Trial Balance	Monthly	2 days preparation	2 days after	Very Impressive	Outstanding	
10	Prepares annual FR for distribution of net income for sharing	Prepared Financial Statements per project	annually	5 days after preparations of necessary docs	2 days after	Very Impressive	Outstanding	
11	Posts Property, Plant and Equipment and computes depreciation expenses	Posted and computed dep. expenses of PPE	Monthly	3 days preparations all funds	1 day after	Very Impressive	Outstanding	
12	Prepared Financial Statements for submisiion to COA, DBM, /GAS and other conderned agencies for Fund ClusterR 06 BRF	Prepared Financial Statements	Monthly	5 days after preparations of necessary docs	within a day	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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July 1 – December 31, 2020**

Name of Staff: **JHONAVEL R. CASTIL** Position: **Administrative 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		59				

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		4.92				

Overall recommendation : _____



ERLINDA S. ESGUERRA

Head, Accounting Office

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JHONAVEL R. CASTIL**

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: July 1 Target Date: December 31, 2020

First Step:

Training on financial management

Result: Improved Performance

Date: _____ Target Date: _____

Next Step:

Recommend for Promotion


Outcome: _____

Final Step/Recommendation:

Prepared by:


ERLINDA S. ESGUERRA
Unit Head

Conforme:


JHONAVEL R. CASTIL
Name of Ratee Faculty/Staff