



**Annex P**

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

Name of Administrative Staff: **PASA, ELIZABETH D.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.83	70%	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.917	30%	1.48
<b>TOTAL NUMERICAL RATING</b>			<b>4.86</b>

TOTAL NUMERICAL RATING: 4.86

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

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

FINAL NUMERICAL RATING 4.86

ADJECTIVAL RATING: Outstanding

Prepared by:

**ELIZABETH D. PASA**  
Admin Aide III

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, **ELIZABETH PASA**, 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:

  
**ELIZABETH D. PASA**  
 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 & PAPs	Success Indicators	Tasks Assigned	Jan-June 2024 (Target)	Actual Accomplishment	Rating				Remarks
					Q¹	E²	T³	A⁴	
UMFO5: SUPPORT TO OPERATIONS									
Acctg MFO2: Innovation & best practices services									
	PI2. Number of innovation for improved university operations	Ensure files are up to date and regularly uploaded to drive	1	1	5	5	5	5.00	Continuous usage of google drive as backup storage.
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% no com	4	4	4	4.00	100% no complaint; Served clients with courtesy; immediate response to client needs
	PI2. Number of external linkages for improved financial management developed/ maintained	Facilitates external linkages for the improvement of financial transactions	5	8	5	5	5	5.00	8 external linkages (COA, GSIS, BIR, PHILHEALTH, PAG-IBIG, LBP, VSUCC and PCC)
	Percentage of NCs received and acted	Practice ISO standard Requirement	Zero	Zero	5	5	5	5.00	No NCs Received
	Percentage of CARs received and acted	Practice ISO standard Requirement	Zero	Zero	5	5	5	5.00	No CARs Received



**Acctg MFO2: Disbursement / Processing Services**

	Number of agency remittance summary prepared/generated from payroll system	Prepares and generates report of agency remittances from payroll and compares it to hardcopies	138	140	5	5	5	5.00	BIR, Philhealth, Pag-IBIG, GSIS, VSUCC and their sub-accounts. Also includes Miscellaneous, Globe and Philam
	Number of Tax Remittance Advice (TRA) prepared/consolidated within mandated time	Prepares/Consolidates Tax Remittance Advice (TRA) within mandated time.	6	6	5	5	5	5.00	Monthly consolidated breakdown TRA report for the main campus and satellite campuses (Alang-alang, Tolosa, Villaba and Isabael).
	Number of compensation, documentary stamp and honorariums remitted monthly according to fund type	Remit compensation, documentary stamp and honorarium taxes monthly	30	36	5	5	5	5.00	PCC Compensation, Regular and Casual-Contractual, Documentary Stamp and average of 2 honorariums per month being remitted.
	Number of BIR Forms fill out online monthly and quarterly	BIR Forms filled out online to process and complete the remittances	30	30	5	5	5	5.00	BIR Forms such as 0619E, 1600PT, 1600VT, 1601EQ, 1601C, 2000
	Number of supplier tax remittances prepared and remitted according to fund and account type	Prepares tax remittances of suppliers and remit them monthly according to fund and account type.	36	32	5	4	5	4.67	Fund types: GF, STF (with sub-accounts), IGP, PCC, TRUST (with sub-accounts)
	No. of BIR remittances reports prepared monthly according to fund type	Prepares consolidated monthly report of tax remittances according to fund type and forward them to designated fund in-charge	24	27	5	5	5	5.00	STF, TRUST, IGP & PCC fund reports printed with copy of payment receipts.
	No. of other agencies remittance list per fund prepared within mandated time.	Prepares monthly consolidated remittances list to various agencies (Philhealth, Pag-IBIG, GSIS, VSUCC, VSU-FA, Philam, Globe, and etc.)	192	198	5	5	5	5.00	Includes preparation of loan payments per agency and other miscellaneous payments. Pag-IBIG has 3 loan types while GSIS has 7 loan types.



	No. of vouchers for remittances prepared error-free(journalizing accounting entry included)	Prepares disbursement vouchers for remittances to different agencies	192	165	4	5	5	4.67	Regular: 21, Casual:6 & PCC: 5 (vouchers are prepared per remittance list, this includes special
	No. of Obligation request and Status (ORS) or Budget Utilization Request & Status (BURS) prepared error-free	Prepares Obligation Request and Status (ORS) or Budget Utilization Request and Status (BURS)	55	48	4	5	5	4.67	For GSIS, Pag-IBIG and Philhealth agencies.Includes ORS for special payroll remittances.
	No of employees monitored/encoded in excel file for period covered January- June 2024 in the preparation of JANNOV report.	Monitors and encodes entries of employees BIR remittances for JANNOV report.	760	750	5	5	4	4.67	Regular 682, Casual: 62, PCC:6 reduced due to some employees resigned/retired last year
	No of BIR Form 2316 (for the year ended 2023) completed	Processed annually every start of the next calendar year, to be encoded in database, printed, scanned and distributed to employees	760	771	5	5	5	5.00	Regular 703, Casual: 62, PCC:6 , for BIR Form 1604C
	No of suppliers encoded in BIR database with their total tax withheld for the year ended 2023	Processed annually and every start of the next calendar year	220	203	4	5	5	4.67	For BIR Form 1604E
	Number of external documents, communications and forms processed as required by linked external aencies	Forms required by external agencies (BIR, GSIS, Pag-IBIG, Philhealth, Landbank, COA, etc) to be accomplished for the completion of remittances online.	12	10	5	5	5	5.00	VSU's COR (BIR Form 2307) update at BIR Office; accounts enrollment under STF fund for ETPS payment online thru Landbank; Annex Forms processed
				<b>Total points:</b>	<b>76.00</b>	<b>78.00</b>	<b>78.00</b>	<b>77.33</b>	

<b>Total Over-all Rating</b>	<b>77.33</b>
<b>Average Rating</b>	<b>4.83</b>
Additional points:	
Approved additional points (with copy of approval) :	
<b>Final Rating</b>	<b>4.83</b>
<b>Adjectival Rating</b>	<b>Outstanding</b>

<b>Comments &amp; Recommendations for Development Purpose:</b>
Dependable and Responsive. Efficient in accomplishing her tasks. To attend training for updates on remittances, Accounting system, Income Taxation, and other taxation updates.



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	

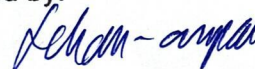
*Note: Please indicate the date in the appropriate box when the monitoring was conducted.*

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, MA Baslan, 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: ELIZABETH D. PASA

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplished	Actual Date Accomplished	Quality of Output*	Over-all Assessment of Output**	Remarks/Recommendation
1	Number of agency remittance summary prepared/generated from payroll system	Generated all agency remittances from payroll system and prepared remittance summary after comparing to printed copy of payroll	Monthly	2 days	1 day	Very Impressive	Outstanding	
2	Number of Tax Remittance Advice (TRA)	Consolidated breakdown TRA report for the main	Monthly	Every 5th day of the following month	On or before expected date	Very Impressive	Outstanding	
5	Number of compensation, documentary stamp and honorariums remitted monthly according to fund type	Paid/Remitted taxes through eFPS system with receipts	Monthly	Every 5th day of the following month for DS and every 10th day of the following month for	Before the expected date	Very Impressive	Outstanding	
6	Number of BIR Forms fill out online monthly and quarterly	Filled out BIR Forms (0619E, 1600PT, 1600VT,	Monthly & Quarterly	Every 5th and 10th day of the following	Before the expected date	Very Impressive	Outstanding	
7	Number of supplier tax remittances prepared and remitted according to fund and	Paid/Remitted taxes of suppliers through eFPS system with receipts and	Monthly	Every 10th day of the following month	2-3 days before the expected date	Very Impressive	Outstanding	
8	No. of BIR remittances reports prepared monthly according to fund type	Printed consolidated reports of taxes paid with receipts, prepared	Monthly	3 days	2 days	Very Impressive	Outstanding	
9	No. of other agencies remittance list per fund prepared within mandated time.	Finalized remittance list for GSIS, Pag-IBIG, Philhealth, Globe, Philam, VSUCC, VSUFA and other miscellaneous remittances	Monthly	Every 10th of the following month for GSIS, every 15th of the following month for Pag-IBIG and Philhealth and before	Before the expected date	Impressive	Very Satisfactory	Commendable in current remittances ; Always coordinate with posting in-charge, PLBO/HR staff and Cash office staff ; Need to monitor all remittances to avoid



10	No. of vouchers for remittances prepared error-free(journalizing accounting	Printed vouchers for the preparation of remittances (include vouchers for	Monthly	2 days	1 day	Very Impressive	Outstanding	
11	No. of Obligation request and Status (ORS) or Budget Utilization Request & Status	Printed ORS for the preparation of remittances (include vouchers for	Monthly	1 day	1 day	Very Impressive	Outstanding	
12	No of employees monitored/encoded in excel file for period covered January- June 2024 in the preparation of JANNOV report.	Recorded and updated JANNOV Report that shows taxes remitted from employees compensation and honorariums	Monthly	2-3 days	1-2 days	Very Impressive	Outstanding	
13	No of BIR Form 2316 (for the year ended 2023) completed	Encoded, generated,printed and distrubeted BIR 2316 for	Annually	On or before January 31st of the current year following	Before the expected date	Very Impressive	Outstanding	
14	No of suppliers encoded in BIR database with their total tax withheld for the year	Encoded suppliers to BIR database and prepared Annex Forms	Annually	1 of the current year following last calendar year	Before the expected date	Very Impressive	Outstanding	
15	Number of external documents. communications and forms processed as required by linked external agencies	VSU's COR (BIR Form 2307) updated at BIR Office; accounts enrolled under STF fund for ETPS payment online thru Landbank; Annex Forms processed	As needed	2-3 days	1-2 days	Very Impressive	Outstanding	

\* 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: ELIZABETH D. PASA

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 on remittance, taxation and other related accounting system/matters.

Result:

Expand Knowledge in improving performance of the processing section.

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

Next Step:

Recommend for Promotion

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

Final Step/Recommendation:

Prepared by:



**NICK FREDDY R. BELLO**  
Immediate Supervisor

Conforme:

  
ELIZABETH D. PASA  
Name of Ratee Staff





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January-June 2024

Name of Staff: **PASA, ELIZABETH D.**

Position: **Admin 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	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	59				
<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	4.9/7				
Overall recommendation: Keep up the good work					

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