



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **BUSTILLO, NORIETA B.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.81	70%	3.37
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.35
TOTAL NUMERICAL RATING			4.72

TOTAL NUMERICAL RATING: 4.72

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.72

ADJECTIVAL RATING: Outstanding

Prepared by:

NORIETA B. BUSTILLO
Admin Asst 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, **Norieta B. Bustillo**, 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:

NORIETA B. BUSTILLO

Ratee

Date: July 25, 2024

Approved by:

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	Task Assigned	Jan-Dec 2024 Target	Details of Accomplish ment	Rating				Remarks
					Q¹	E²	T³	A⁴	
UMFO5: SUPPORT TO OPERATIONS									
Acctg MFO1: ISO 9001:2015 aligned documents									
	Number of quality procedures maintained/prepared/revise d	Assist and maintain procedure requirements	1	1	5	5	5	5	Compliance of the Preparation of Financial Report Prodecure Manual
Acctg MFO2: Innovation & best practices services									
	PI2. Number of innovation for improved university operations	Assists in innovations pf the improvement of university operations	1	1	5	5	5	5	Continual used of BAOM
	PI3. Number of best practices achieved	Assists in best practices achieved	1	1	5	5	5	5	Practice 5s in filing financial Records
UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES									
Acctg MFO1: Administration Support Services & Management									
	No. of external linkages for improved financial management developed/maintained	Maintain relationship with external linkages	2 External Linkages: COA and DBM	2	5	5	5	5	COmply the requirements of COA and LBP
	Customer Friendly Service	Served clients with courtesy; immediate response to client needs and inquiries	100% no complaint;	0	4	4	4	4	no complaints received
	Percentage of NCs	Practice ISO	Zero	0	5	5	5	5	no NC received
	Percentage of CARs	Practice ISO	Zero	0	5	5	5	5	no CAR received

Acctg MFO3:Bookkeeping Services

	No. of transactions encoded/recorded	Encodes & records entries to BAOM under Fund Cluster 05- Internally Generated Funds	1,850 entries encoded & recorded	2441	5	5	4	4.67	Encoded Nov -March RCI"s, 2024
	No. of entries consolidated	Consolidates Check Disbursement Journals (CKDJ) for Main Campus under Fund Cluster 05-IGF	405	438	5	5	4	4.67	Consolidated Nov-March, 2024 journals
	No. of entries consolidated	Consolidates Cash Receipts Journals (CRJ), Cash Disbursements Journals (CDJ) & Check Disbursement Journals (CKDJ) for satellite campuses under Fund Cluster 05	225	274	5	5	4	4.67	Consolidated November-March journals
	No. of transactions posted	Posts transactions to GL & SL for main campus & satellite campus	1,250 entries	1625	5	5	4	4.67	Posted GL & SL
	No. of General Journals prepared	Prepares General Journals & Journal Entry Voucher for FC 05	191	201	5	5	5	5.00	Prepared GJ's
	No. of Accounts maintained and posted	Maintains and posts to subsidiary ledgers for cash advances and cash accounts	25	198	5	5	5	5.00	Posted and Montioered CA's
	No. of entries for Liquidation reports prepared	Prepares liquidation summary reports for Fund Cluster (05)	25	117	5	5	5	5.00	Prepared liq. reports
	No. of Trial balance prepared within mandated trime	Prepares monthly Trial Balance for Fund Cluster 05 - Internally Generated Funds	6	6	5	5	5	5.00	Prepared & Submitted TB

No. of Schedules and Aging Prepared	Prepares Schedules and Aging of Cash Advances, Accounts Payables, Other Payables, Accounts Receivables, Other Receivables, Due to & Due from officers and Employees. Etc	10	28	5	5	5	5.00	Prepared & Aged CAs
No. of Financial Statements prepared/mandated time	Prepares Financial Statements for submission to COA, DBM and other related	10	10	5	5	4	4.67	prepared & submitted FS to COA & other related agencies
No. of summary for disbursements prepared	Prepares Summary of Quaterly Disbursement prepared under FC 05 IGF	8	8	5	5	4	4.67	prepared summary of disbursement @ net
No of transmittal prepared (STF-Plain & SHS-VP)	Prepares, transmittal of reports for disbursement journals and financial reports for submission to COA	12	12	5	5	4	4.67	prepared & transmitted FRs & disbursement journals
No of Bank Reconciliations prepared	Prepares Bank Reconciliation for IGF, SHS-VP and other Funds	12	29	5	4	4	4.33	March-Dec, 2023 bank statements
No. of BC-lists prepared	Prepares BC-list (transmittal) for Landbank online salary loan applicants	25	45	5	5	5	5.00	prepared BC-lists from Jan- June applicants
Total Over-all Rating				104.00	103.00	96.00	101.00	

Average Rating (Total Over-all rating divided by # of entries)		4.81
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.81
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose: Hardworking and dedicated to her work. Extend working hours to finished task assigned.

Evaluated and Rated by:



NICK FREDDY R. BELLO

OIC-Head Accounting Office

Date: July 25, 2024

Recommending Approv Approved:



LOUELLA C. AMPAC

Director for Financial Management

Date: July 25, 2024



ELWIN JAY V. YU

Vice Pres. for Admin. and Finance

Date: July 25, 2024

1 - quality

3 - timeliness

2 - efficiency

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

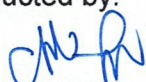
Head of Office: NICK FREDDY R. BELLO

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: Norieta B. Bustillo

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 under Fund Cluster 05-Internally	Journals encoded & recorded	End of Month	a month after	within a month	very impressive	outstanding	
2	Consolidates Check Disbursement Journals (CKDJ) for Main Campus	Posted transactions to GL & SL	Monthly	10 days preparations of	within the week	very impressive	outstanding	
3	Consolidates Cash Receipts Journals (CRJ), Cash Disbursements Journals (CDJ) & Check	Prepared Monthly Consolidated journals	Monthly	5 days after preparations of necessary docs	within a day	very impressive	outstanding	
4	Posts transactions to GL & SL for main campus & satellite campus	Prepared & Posted Monthly Income and expenses	Monthly	3 days preparations	1 day after	very impressive	outstanding	
5	Prepares General Journals & Journal Entry Voucher for FC 05	Posted transactions to ledgers	monthly	end of month	within a month	very impressive	outstanding	
6	Maintains and posts to subsidiary ledgers for cash advances and cash	Prepared liquidation summary report	Monthly	end of month	within a month	very impressive	outstanding	
7	Prepares liquidation summary reports for Fund Cluster (05)	Prepared Schedules of Cash advances	Monthly	end of month	within a month	very impressive	outstanding	
8	Prepares monthly Trial Balance for Fund Cluster 05 - Internally	Prepared Trial Balance	Monthly	end of month	within a month	very impressive	outstanding	
9	Prepares Schedules and Aging of Cash Advances, Accounts Payables, Other Payables, Accounts Receivables, Other Receivables,	Prepared Financial Statements per project	Quarterly	end of quarter	within the quarter	very impressive	outstanding	
10	Prepares Financial Statements for submission to COA, DBM and other	Posted and computed dep.	Monthly	end of month	within a month	very impressive	outstanding	
11	Prepares Summary of Quarterly Disbursement prepared under FC 05	Prepared quarterly disbursement @ net	quarterly	after quarter	within the quarter	impressive	very satisfactory	
12	Prepares, transmittal of reports for disbursement journals and financial	Prepared transmittal	monthly	monthly	within a month	impressive	very satisfactory	

13	Prepares Bank Reconciliation Statement for IGF-Cebu, SHS-VP	Prepared Bank Recon	Monthly	after a month	not yet accomplished	needs improvement	satisfactory	prepared BRS in a lump for 6 months
14	Prepares BC-list (transmittal) for Landbank online salary loan	Prepared BC-list	weekly	as need arises	within a day	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: **NORIETA B. BUSTILLO**

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 1,2024

Target Date: November 30,2024

First Step:

Attend relevant training on One-time Cleansing of Property, Plant and Equipment (PPE) Account Balances .

Result

Enhance skill/knowledge in handling financial reports as Senior Book-keeper.

Date: _____ Target Date: _____

Next Step:

Recommended for Promotion

Outcome: _____

Final Step/Recommendation:

Prepared by:



NICK FREDDY R. BELLO
Immediate Supervisor

Conforme:



NORIETA B. BUSTILLO
Name of Ratee Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2024

Name of Staff: **BUSTILLO, NORIETA B.**

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


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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	54				
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	4.5				
Overall recommendation: Keep up the good work.					


NICK FREDDY R. BELLO
 OIC-Head, Accounting Office