



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.75	70%	3.33
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.89	30%	1.47
TOTAL NUMERICAL RATING			4.80

TOTAL NUMERICAL RATING: 4.80

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.80

ADJECTIVAL RATING: Outstanding

Prepared by:

Jhonavel R. Castil
JHONAVEL R. CASTIL
Admin Asst III

Reviewed by:

Nick Freddy R. Bello
NICK FREDDY R. BELLO
OIC-Head, Accounting Office

Recommending Approval:

Louella C. Ampac
LOUELLA C. AMPAC
Director, Financial Management

Approved:

Elwin Jay V. Yu
ELWIN JAY V. YU
Vice President, Administration and Finance



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JHONAVEL R. CASTIL**, 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 of January 1 to June 30, 2024.

Prepared by:


JHONAVEL R. CASTIL

Ratee

Date: July 25, 2024

Approved:


NICK FREDDY R. BELLO

OIC - 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.-December 2024 Target	Details of Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO5: SUPPORT TO OPERATIONS									
Acctg MFO1: ISO 9001:2015 aligned documents									
	Number of quality procedures maintained/prepared/revised	Assist and maintain procedure requirements	1	1	5	5	5	5.00	Complied and compiled quality procedures
Acctg MFO2: Innovation & best practices services									
	PI2. Number of innovation for improved university operations	Assists in innovations of the improvement of university operations	1	1	5	5	5	5.00	Used/Adopted technology/system for efficient process results
	PI3. Number of best practices achieved	Assists in best practices achieved	1	1	5	5	5	5.00	Establish and assist internal control and monitoring of documents. Observed efficient work plan/schedule.
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	5.00	provided data/info needed timely

	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	provide assistance to clients	4	4	4	4.00	entertained client's inquiries and concerns
	Percentage of NCs received and acted	Practice ISO Requirements	Zero	Zero NCs	5	5	5	5.00	No NC received
	Percentage of CARs received and acted	Practice ISO Requirements	Zero	Zero CARs	5	5	5	5.00	No CAR received

Acctg MFO3:Bookkeeping Services

	No. of transactions encoded/recorded error free	Encodes & records entries to BAOM for 07-Trust Receipts	2,000 entries encoded & recorded	741 entries encoded & recorded to BAOM	5	5	5	5.00	December 2023 transactions only; turned over to Ms Elnas for 2024 transactions
		Encodes & records entries to BAOM for 01-Regular Agency Fund	2,150	5, 080 entries encoded & recorded	5	5	5	5.00	New assigned task started January 2024 transactions
	No. of transactions posted	Posts transactions to SL and GL for Trust Receipts	500	171 transactions posted to GL & SL	5	5	5	5.00	December 2023 transactions only; turned over to Ms Elnas for 2024 transactions
		Posts transactions to SL and GL for 01-Regular Agency Fund	765	1559 transactions posted to SL and GL	5	5	5	5.00	New assigned task started January 2024 transactions
	No. of entries consolidated error free	Consolidates CkDJ of the main campus under Trust Receipts	12	1 consolidation made for Dec. 2023	5	5	5	5.00	turned over for year 2024; change of function assigned
		Consolidates CkDJ of the main campus under 01-Regular Agency Fund	12	5 consolidation done until May 2024	5	5	5	5.00	New assigned task started January 2024 transactions

No. of consolidated reports	Consolidates all transactions of the branch campuses such as CRJ, CDJ, CKDJ and post to General and subsidiary ledgers for Trust Receipts.	36	3 consolidation for CSI's (CRJ, CKDJ, CDJ)	5	5	5	5.00	December 2023 transactions only due to change of function
	Consolidates all transactions of the branch campuses such as CRJ, CDJ, CKDJ and post to General and subsidiary ledgers for 01-RAF.	48	20 consolidation for CSI's (CRJ, CKDJ, CDJ) until May 2024	5	5	5	5.00	New assigned task started January 2024 transactions
No. of journals prepared within the mandated time	Prepares Monthly General Journals for Trust Receipts.	12	2 GJs (pre and closing entries 2023)	5	5	5	5.00	December 2023 transactions & adjustments only due to change of function
	Prepares Monthly General Journals for 01-RAF.	12	5 (Jan.-May 2024)	5	5	5	5.00	New assigned task started January 2024 transactions
No. of reports prepared	Prepares Journal Entry Vouchers for Trust Receipts	150	34 JEVS prepared	5	5	5	5.00	December 2023 transactions & adjustments only due to change of function
	Prepares Journal Entry Vouchers for 01-RAF	127	386 jevs (Jan.-May 2024)	5	5	4	4.67	New assigned task started January 2024 transactions
No. of accounts maintained and posted	Maintains and post to subsidiary ledgers for cash advances and cash in bank accounts for 101 Trust Receipts	40	40 ledgers for advances and cash in bank accounts	5	5	5	5.00	for the year 2023
	Maintains and post to subsidiary ledgers for cash advances and cash in bank accounts for 01-RAF	120	280 sub accounts porsted and maintained	5	5	5	5.00	New assigned task started January 2024 transactions
No. of entries for liquidation of cash advances	Prepares liquidation summary report for Trust Receipts.	12	1 liquidation summay made for December 2023	5	5	5	5.00	turned over for year 2024; change of function assigned

		Prepares liquidation summary report for 01-RAF	12	5 liquidation summary prepared (Jan.-May 2024)	5	5	5	5.00	New assigned task started January 2024 transactions
	No. of Trial Balance prepared within the mandated time	Prepares Trial Balance for Trust Receipts	12	2 TBs prepared (pre and post closing)	5	5	5	5.00	turned over for year 2024; change of function assigned
		Prepares Trial Balance for 01-RAF	12	5 liquidation summary prepared (Jan.-May 2024)	5	5	4	4.67	New assigned task started January 2024 transactions
	No. of schedules prepared within the mandated time	Prepares schedules under Trust Receipts	44	13 Schedules prepared as of December 2023	5	5	5	5.00	turned over for year 2024; change of function assigned
		Prepares schedules under 01-RAF	11	11 schedules prepared	5	5	5	5.00	New assigned task started January 2024 transactions
	No. of reports prepared	Prepares summary of quarterly disbursements for Fund Cluster 07-Trust Receipts	4	1 quarter (4th quarter) prepared	5	5	5	5.00	turned over for year 2024; change of function assigned
		Prepares summary of quarterly disbursements for Fund Cluster 01-RAF	4	2 quarters prepared	5	5	5	5.00	New assigned task started January 2024 transactions
	No. of equipments posted and computed	Posts Property, Plant & Equipment to Schedule and computes depreciation expenses	150	for the year 2023	5	5	5	5.00	turned over for year 2024; change of function assigned
	No. of PPE's prepared	Prepares subsidiary ledger for Property, Plant and Equipment (all funds)	55	for the year 2023	5	5	5	5.00	turned over for year 2024; change of function assigned
	No. of Financial Statements prepared within the mandated time	Prepares Financial Statements for submission to COA, DBM, GAS and other concerned agencies for Trust Receipts.	20	5 FS submitted to COA for the year ended 2023	5	5	5	5.00	turned over for year 2024; change of function assigned

	Prepares Financial Statements for submission to COA, DBM, GAS and other concerned agencies for 01-RAF	20	5 FS submitted to COA for the first quarter of 2024	5	5	5	5.00	New assigned task started January 2024 transactions
No. of Bank Reconciliation for Trust Receipts Reports prepared	Prepares Monthly Bank Reconciliation Reports for 101 Trust Receipts, VSU-CEBU, VSU-HOSPITAL PH and PF	108	4 months prepared for 101 Trust (Jan-April 2022)	4	4	4	4.00	turned over for year 2024; change of function assigned
	Prepares Monthly Bank Reconciliation Reports for 01-Regular Agency Fund for submission to COA	12	0 Prepared and submitted to COA for 2024	4	4	3	3.67	still prioritizing the monthly reports; to be prepared once coped up with the fr's for submission.
Total Over-all Rating				172	172	169	171.00	

Average Rating (Total Over-all rating divided by # of entries)	4.89
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.89
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose: Dependable and offer assistance to her co-employees.

Evaluated and Rated by:



NICK FREDDY R. BELLO

OIC-Head Accounting Office

Date: July 25, 2024

Recommending Approval:



LOUELLA C. AMPAC

Director for Financial Management

Date: July 25, 2024

Approved:



ELWIN JAY V. YU

Vice Pres. for Admin. 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

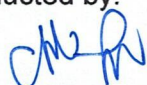
Head of Office: NICK FREDDY R. BELLO

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 #

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

Exhibit I

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 07-Trust Receipts	Journals encoded & generated from the system (until year end reports of 2023 only)	Before the End of First Quarter of 2024	before February 14	before February 14	very impressive	outstanding	
2	Encodes & records entries to BAOM for 01-Regular Agency Fund	Journals encoded & generated from the system	Monthly (Started by month of March of 2024	a month after	within a month	very impressive	outstanding	
3	Posts transactions to SL and GL for Trust Receipts	Posted transactions to GL & SL (until year end reports of 2023 only)	Before the End of First Quarter of 2024	before February 14	before February 14	very impressive	outstanding	
4	Posts transactions to SL and GL for 01-Regular Agency Fund	Posted transactions to GL & SL	Monthly (Started by month of March of 2024	a month after	within a month	very impressive	outstanding	
5	Consolidates CkDJ of the main campus under Trust Receipts	Prepared Monthly Consolidated Check Disbursement Journals until year end reports of 2023 only)	Before the End of First Quarter of 2024	before February 14	before February 14	very impressive	outstanding	
6	Consolidates CkDJ of the main campus under 01-Regular Agency Fund	Prepared Monthly Consolidated Check Disbursement Journals (Checks & LDDAPs)	Monthly (Started by month of March of 2024	a month after	within a month	very impressive	outstanding	
7	Consolidates all transactions of the branch campuses such as CRJ, CDJ, CkDJ and post to General and subsidiary	Prepared Monthly Consolidated Journals (until year end reports of 2023 only)	Before the End of First Quarter of 2024	before February 14	before February 14	very impressive	outstanding	

8	Consolidates all transactions of the branch campuses such as CRJ, CDJ, CkDJ and post to General and subsidiary	Prepared Monthly Consolidated Journals	Monthly (Started by month of March of 2024	a month after	within a month	very impressive	outstanding	
9	Prepares Monthly General Journals for Trust Receipts.	Prepared Monthly General Journals and Journal Entry Vouchers (until year end reports of 2023 only)	Before the End of First Quarter of 2024	before February 14	before February 14	very impressive	outstanding	
10	Prepares Monthly General Journals for 01-RAF.	Prepared Monthly General Journals and Journal Entry Vouchers	Monthly (Started by month of March of 2024	a month after	within a month	very impressive	outstanding	
11	Maintains and post to subsidiary ledgers for cash advances and cash in bank	Posted transaction to Ledgers (until year end reports of 2023 only)	Before the End of First Quarter of 2024	before February 14	before February 14	very impressive	outstanding	
12	Maintains and post to subsidiary ledgers for cash advances and cash in bank accounts for 01-RAF	Posted transaction to Ledgers	Monthly (Started by month of March of 2024	a month after	within a month	very impressive	outstanding	
13	Prepares liquidation summary report for Trust Receipts.	Prepared liquidation summary report (until year end reports of 2023 only)	Before the End of First Quarter of 2024	before February 14	before February 14	very impressive	outstanding	
14	Prepares liquidation summary report for 01-RAF	Prepared liquidation summary report	Monthly (Started by month of March of 2024	a month after	within a month	very impressive	outstanding	
15	Prepares Trial Balance for Trust Receipts	Prepared Consolidated Pre-Closing and Post Closing Trial Balance	Before the End of First Quarter of 2024	before February 14	before February 14	very impressive	outstanding	
16	Prepares Trial Balance for 01-RAF	Prepared Consolidated Trial Balance	Monthly (Started by month of March of 2024	a month after	within a month	very impressive	outstanding	
17	Prepares schedules under Trust Receipts	Prepared Schedule of Accounts (until year end reports of 2023 only)	Before the End of First Quarter of 2024	before February 14	before February 14	very impressive	outstanding	

18*	Prepares schedules under 01-RAF	Prepared Schedule of Account	Quarterly	a month after	within a month	very impressive	outstanding	
19	Prepares summary of quarterly disbursements for Fund Cluster 07-Trust	Prepared Summary of Disbursements (For the fourth quarter of 2023)	Before the End of First Quarter of 2024	before February 14	before February 14	very impressive	outstanding	
20	Prepares summary of quarterly disbursements for	Prepared Summary of Disbursements	Quarterly	a month after	within a month	very impressive	outstanding	
21	Posts Property, Plant & Equipment to Schedule and computes depreciation expenses	Posted and computed dep. expenses of PPE (Transactions until December 2023 only)	Before the End of First Quarter of 2024	before February 14	before February 14	very impressive	outstanding	
22	Prepares subsidiary ledger for Property, Plant and Equipment (all funds)	Prepared Subsidiary Ledger of PPE (Excel File) (transactions until December 2023)	Before the End of First Quarter of 2024	before February 14	before February 14	very impressive	outstanding	
23	Prepares Financial Statements for submission to COA, DBM, GAS and other	Prepared and Submitted Financial Statements (Year end of 2023)	Before the End of First Quarter of 2024	on or before February 14	on February 14	very impressive	outstanding	
24	Prepares Financial Statements for submission to COA, DBM, GAS and other	Prepared and Submitted Financial Statements	Quarterly	within second quarter	First Quarter submitted June 2024	very impressive	outstanding	
25	Prepares Monthly Bank Reconciliation Reports for 101 Trust Receipts, VSU-CEBU,	Prepared and Submitted Bank Reconciliation for the year 2022	Before the End of First Quarter of 2024	within the year	January to April 2022 (Plain Trust) submitted February	very impressive	outstanding	
26	Prepares Monthly Bank Reconciliation Reports for 01-Regular Agency Fund for	Prepared and Submitted Bank Reconciliation for the year 2024	Monthly	a month after	Not yet accomplished	needs improvement	satisfactory	

* Either very impressive,

** Outstanding, very

Prepared by:



NICK FREDDY R. BELLO
OIC Head, Accounting Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JHONAVEL R. CASTIL

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 public financial management.

Result

Improved performance on 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:


JHONAVEL R. CASTIL
Name of Ratee Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2024

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

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

Email: accounting@vsu.edu.ph

Website: www.vsu.edu.ph

Phone: +63 53 565 0600 Local 1006

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	57				
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	4.75				
Overall recommendation: keep up the good work					


NICK FREDDY R. BELLO
 OIC-Head, Accounting Office