



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.90	70%	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.91

TOTAL NUMERICAL RATING: 4.91

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.91

FINAL NUMERICAL RATING **4.91**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


NORIETA B. BUSTILLO
Administrative Aide VI

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, **Norieta B. Bustillo**, 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**



NORIETA B. BUSTILLO
Ratee


ERLINDA S. ESGUERRA
Head of Unit

NO.	MFO & PAPs	Success Indicators	Task Assigned	July-Dec. 2020 Target	Percentage of Accomplish ments	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, GSIS, BIR, PHIL HEALTH, PAG-IBIG, and LBP	6 External Linkages	117%	7 external linkages (COA, DBM, GSIS, BIR, PHIL HEALTH, PAG-IBIG, and LBP)	5	5	5	5.00	
		Customer Friendly Service	Served clients with courtesy; immediate response to client needs and inquiries	100% no complaint	100%	100% no complaint; Served clients with courtesy; immediate response to client needs and inquiries	5	5	5	5.00	100% no complaint; Served clients with courtesy; immediate response to client needs and inquiries
ACCTG. MFO 2	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)	19,000	112%	21,355	5	5	5	5.00	
		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	110%	55	5	5	5	5.00	
		No. of vouchers/payrolls journalized right after the receipt of documents	Journalizes vouchers/payrolls	100	250%	250	5	5	5	5.00	
		No. of entries prepared for remittances right after the payroll has finalized	Prepares draft of all deductions for remittances (VSUCC, Pagibig, GSIS, WTAX, PHILHEALTH, TUITION, LBP-	550	151%	832	5	5	5	5.00	
		No. of records updated error free	Updates employees records in the database (loans, salary increase, change of status, etc.)	683	121%	825	5	5	5	5.00	
		No. of documents processed within 3 days after receipt	Processes updates of records to Philhealth & Pagibig	95	135%	128	5	5	5	5.00	


		No. of staff cleared error free	Countersigns clearance of regular staff	45	144%	65	5	5	5	5.00	
		No. of regular employees	Computes withholding tax of regular employees	750	150%	1128	5	5	4	4.67	
		No. of vouchers, RIS and PR's prepared	Prepares vouchers, RIS, PR's and yearly PPMP with supporting documents needed for the office as petty cashier	2	100%	2	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	on process	1	4	4	4	4.00	
		No. of innovations for improved university operations		1	100%	1	5	5	5	5.00	use of ip messenger in informing departments for the returned documents with defficiencies
		No. of best practices achieved		1	100%	1	5	5	5	5.00	special lane for student claims
Total Over-all Rating:							69	69	68	68.67	
Average Rating (Total Over-all rating divided by # of entries)						4.90	Comments & Recommendations for Development Purpose: To attend training for update on Acctg. System				
Additional Points:											
Punctuality											
Approved Additional points (with copy of approval)											
FINAL RATING						4.90					
ADJECTIVAL RATING						Outstanding					

Received by:


ERLINDA S. ESGUERRA
 Head Accounting Office

Date: _____

Recommending Approval:


LOUELLA C. AMPAC
 Director for Financial Management

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: **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	Posting of salaries, honorarium, overtime, RATA, etc. of regular staff & Phil. Carabao Center regular staff in the index of payments	Payrolls received, posted and release	per quincena	3 days after receipt	2 & 1 1/2 days	Very Impressive	Outstanding	
2	Prepared drafts of all deductions for remittances.	prepares drafts of all deductions	after posting of payroll	5 days	3 days	Very Impressive	Outstanding	
3	Updates employees records in the data base (loans, salary increase change of status, etc.)	updates records in the data base	daily	2 days	1 day	Impressive	Very Satisfactory	
4	Computes total expenses (salaries & allowances, etc) for scholars who pursued MS/Doctorate degree reinstated but not yet graduated.	computed expenses	annual	3 days	1 day	Very Impressive	Outstanding	
5	Computes withholding tax for faculty & staff	computed taxes	monthly	5 days	3 days	Very Impressive	Outstanding	
6	Countersigned clearance of regular staff	countersigns clearance	daily	daily	daily	Very Impressive	Outstanding	
7	Prepares vouchers, RIS, PR's, and annual PPMP	prepared vouchers/PPMP	daily	daily	daily	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: **NORIETA B. BUSTILLO**

Position: **Administrative Aide VI**

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: **NORIETA B. BUSTILLO**

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: July 1 Target Date: December 31, 2020

First Step:

Attend training on BIR matters

Result:

Improved Performance

Date: _____ Target Date: _____

Next Step:

Recommend for promotion


Outcome: _____

Final Step/Recommendation:

Prepared by:


ERLINDA S. ESGUERRA
Unit Head

Conforme:


NORIETA B. BUSTILLO
Name of Ratee Faculty/Staff