

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: NILDA D. GACUTAN

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	70%	3.45
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.93

TOTAL NUMERICAL RATING: 4.93

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____


FINAL NUMERICAL RATING 4.93

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


NILDA D. GACUTAN
Name of Staff

Reviewed by:


ERLINDA S. ESGUERRA
Department/Office Head

Recommending Approval:



LOUELLA C. AMPAC
Dean/Director

Approved:


REMBERTO A. PATINDOL
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Nilda D. Gacutan**, 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, 2019.


NILDA D. GACUTAN
Ratee


ERLINDA S. ESGUERRA
Head of Unit


NO.	MFO & PAPs	Success Indicators	Task Assigned	Jan.- June , 2019 Target	Percentage of accomplishmen	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	
ACCTG. MFO 2	Disbursement/Processing Services	No. of transactions encoded/recorded error free	05-Internally Generated fund-Encodes & records entries to BAOM	2,500 entries encoded & recorded	139%	3,480 entries encoded & recorded	5	5	5	5	
ACCTG. MFO 3	Bookkeeping Services	No. of transactions posted error free	Posts transactions to SL and GL for Internally Generated Fund	1,800	160%	2,880	5	5	5	5	
		No. of entries consolidated error free	Consolidates CkDJ of the main campus under Internally Generated Fund	400	125%	500	5	5	5	5	
		No. of entries consolidated error free	Consolidates all transactions of the branch campuses such as CRJ, CDJ, CkDJ and post to General and subsidiary ledgers for Internally Generated Fund	250	136%	340	5	5	5	5	
		No. of journals prepared within the mandated time	Prepares General journals and JEV for Internally Generated Fund	150	143%	214	5	5	5	5	
		No. of accounts maintained and posted	Maintains and post to subsidiary ledgers for cash advances and cash in bank accounts for Internally Generated Fund	22	100%	22	5	5	5	5	
		No. of entries for liquidation of cash advances	Prepares liquidation summary report for Internally Generated Fund	95	104%	99	5	5	5	5	
		No. of Trial Balance prepared within the mandated time	Prepares Trial Balance under Internally Generated Fund	6	100%	6	5	5	5	5	
		No. of schedules prepared within the mandated time	Prepares schedule of A/R, Other Receivables, Cash Advances, Due from Officers and Employees, Due to Officers and Employees and Accounts Payable under Internally Generated Fund	20	100%	20	5	5	5	5	

NO.	MFO & PAPs	Success Indicators	Task Assigned	Jan.- June , 2019 Target	Percentage of accomplishment	Details of Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
		No. of reports prepared within the mandated time	Prepares bank reconciliation statements for fund 164 plain and Cebu, 101T Plain and Cebu, AREC, VSU Hospital, Philhealth-PF, Senior High and Fund 161 (9 bank accounts)	54	100%	54	5	5	5	5	
		No. of financial statements prepared within the mandated time	Prepares financial statements for submission to COA, DBM,GAS for Internally Generated Fund	10	100%	10	5	5	5	5	
		No. of reports prepared within the mandated time	Prepares Summary of Quarterly disbursements for Internally Generated Funds	2	100%	2					
ACCTG. MFO 4	Innovation & Best Practices Services or Continual Improvement and Management Services	No. of operations manuals prepared, developed and approved		1	50%	50	4	4	4	4	on process
		No. of innovations for improved university operations		1	100%	1	5	5	5	5	maintains soft copy of journals and other documents for future use
		No. of best practices achieved		1	100%	1	5	5	5	5	immediate action on the request
	Total Over-all Rating						74	74	74	74	

Average Rating (Total Over-all rating divided by # of entries)				4.93
Additional Points:				
Punctuality				
Approved Additional points (with copy of approval)				
FINAL RATING				4.93
ADJECTIVAL RATING				OUTSTANDING

Comments & Recommendations for Development Purpose:
To attend training for updates on acctg. System


Evaluated and Rated by:


ERLINDA S. ESGUERRA
Head Accounting Office

Date: _____

1 - quality
2 - efficiency

Recommending Approval:


LOUELLA C. AMPAC
Director for Finance

Date: _____

Approved:


REMBERTO A. PATINDOL
Vice Pres. For Admin and Finance

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan.1-June 30, 2019

Name of Staff: **Nilda D. Gacutan** Position: Administrative Assistant II


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					
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	59				
Average Score	4.92				

Overall recommendation : _____


ERLINDA S. ESGUERRA
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: NILDA D. GACUTAN
Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 1 Target Date: November, 2019

First Step:

Training on Laws and Rules on Government Expenditures

Result: Improved Performance

Date: _____ Target Date: _____


Next Step:

Recommend for Promotion

Outcome: _____

Final Step/Recommendation:

Prepared by:


ERLINDA S. ESGUERRA
Unit Head

Conforme:


NILDA D. GACUTAN
Name of Ratee Faculty/Staff