



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **WILMA V. NAPIERE**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.76	70%	3.332
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
TOTAL NUMERICAL RATING			4.781

TOTAL NUMERICAL RATING: **4.781**

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.781**

FINAL NUMERICAL RATING **4.781**

ADJECTIVAL RATING: **Outstanding**

Prepared by: -

W. Napiere
WILMA V. NAPIERE

Admin. Assistant II

Reviewed by:

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

Recommending Approval:


L. Ampac
LOUELLA C. AMPAC
Director, Financial Management Office


Approved:

D. Tan
DANIEL LESLIE S. TAN
Vice President for Administration and Finance

INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCR)

I, **WILMA V. NAPIERE**, 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 **July 1 to December 31, 2022**.


WILMA V. NAPIERE
 Ratee


NICK FREDDY R. BELLO
 Head of Unit

NO.	MFO & PAPs	Success Indicators	Task Assigned	July-Dec. 2022 Target	Accomplishments	Percentage of accomplishment	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%		5	5	5	5.00	2 external linkages maintained
		Customer Friendly Service	Served clients with courtesy; immediate response to client needs and inquiries	100% no complaint		100%		5	5	5	5.00	No complaint
ACCTG. MFO 2	Disbursement/ Processing Services	No. of transactions encoded/recorded error free	01-RAF-Encodes & records entries to BAOM	3100	3441	111%		5	5	4	4.67	3441 transactions encoded
ACCTG. MFO 3	Bookkeeping Services	No. of transactions posted error free	Posts transactions to SL and GL for 01-RAF	1,960	2,141	109%		5	5	4	4.67	2141 transactions posted
		No. of entries consolidated error free	Consolidates CRJ/CkDJ of the main campus under 01-RAF	120	461	384%		5	5	5	5.00	461 entries consolidated
		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 01-RAF	200	838	419%		5	5	4	4.67	838 entries consolidated
		No. of journals prepared within the mandated time	Prepares journals for Regular Agency Fund	6	6	100%		5	5	4	4.67	6 journals prepared
		No. of journals prepared within the mandated time	Prepares General journals and JEV for 01-RAF	200	408	204%		5	5	4	4.67	408 journals prepared
		No. of accounts maintained and posted	Maintains and post to subsidiary ledgers for cash advances and cash in bank accounts	15	271	1807%		5	5	5	5.00	271 accounts maintained
		No. of entries for liquidation of cash advances	Prepares liquidation summary report for 01-RAF	110	191	174%		5	5	5	5.00	191 liquidation report prepared
		No. of Schedules prepared w/in the mandated time	Prepares schedule of Accts. Rec., Advances to Officers & Employees, Advances to Special Disb. Officers, Petty Cash, Due from Officers, Other Receivables	14	14	100%		5	5	4	4.67	14 schedules prepared
		No. of Trial Balance prepared within the mandated time	Prepares Trial Balance under 01-RAF	6	6	100%		5	5	4	4.67	6 TB prepared
		No. of Bank Reconciliation prepared	Prepares bank reconciliation for MDS accounts(current only)	6	4	67%		5	5	4	4.67	4 BRS prepared (delayed bank statement)

		No. of Consolidated Financial Statements prepared quarterly & year end	Prepares Quarterly/ Year End consolidated Financial Statements for all funds	10	10	100%		5	5	4	4.67	10 consolidated FS prepared
		No. of Consolidated Financial Reports prepared quarterly & year end	Prepares Quarterly/ Year End consolidated Trial Balance for all funds	3	3	100%		5	5	4	4.67	3 consolidated TB prepared
ACCTG. MFO 4	Innovation & Best Practices Services or Continual Improvement and Management Services	No. of innovations for improved university operations		1	1	100%		5	5	4	4.67	
		No. of best practices achieved		1	1	100%		5	5	4	4.67	
		Total Over-all Rating						85	85	73	81.00	

Average Rating (Total Over-all rating divided by # of					4.76
Additional Points:					
Punctuality					
Approved Additional points (with copy of approval)					
FINAL RATING					4.76
ADJECTIVAL RATING					Outstanding

Comments & Recommendations for Development Purpose:
Attend training for updates related to function.

Evaluated and Rated by:



NICK FREDDY R. BELLO

OIC-Head, Accounting Office

Date: _____

1 - quality

3 - timeliness

2 - efficiency

4 - average

Recommending Approval:



LOUELLA C. AMPAC

Director, Financial Management Office

Date: _____

Approved:



DANIEL LESLIE S. TAN

Vice Pres. For Admin. and Finance

Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July 1-December 31, 2022**

Name of Staff: Wilma V. Napiere Position: Admin 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		58				

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		N/A				
Average Score		4.83				

Overall recommendation : _____



NICK FREDDY R. BELLO

OIC-Head, Office of the Head of Accounting

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **WILMA V. NAPIERE**

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 1 Target Date: December, 2023

First Step:

Training on financial management and other accounting functions

Result:

Improved Performance

Date: _____ Target Date: _____


Next Step:

Recommend for promotion


Outcome: _____

Final Step/Recommendation:

Prepared by:


NICK FREDDY R. BELLO
Unit Head

Conforme:


WILMA V. NAPIERE
Name of Ratee Faculty/Staff