



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **ELIZABETH D. PASA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.88	70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
<b>TOTAL NUMERICAL RATING</b>			<b>4.79</b>

TOTAL NUMERICAL RATING: 4.79

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING 4.79  
ADJECTIVAL RATING: Outstanding

Prepared by:

ELIZABETH D. PASA  
Adm. Aide-III

Reviewed by:

NICK FREDDY R. BELLO  
OIC-Head, Accounting Office

Recommending Approval:

LOUELLA C. AMPAC  
Director, Financial Management Office

Approved:

EDGARDO E. TULIN  
Vice President for Administration and Finance

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ELIZABETH PASA**, 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, 2023**.

Prepared by:

**ELIZABETH D. PASA**

Ratee

Date: January 12, 2024

Approved by:

**NICK FREDDY R. BELLO**

Head of Unit

Date: January 12, 2024

## Rating Equivalents:

- 5 - Outstanding
- 4 - Very Satisfactory
- 3 - Satisfactory
- 2 - Fair
- 1 - Poor

MFO & PAPs	Success Indicators	Tasks Assigned	Target (July 1- December 31, 2023)	Percentage (%) of Accomplishme nt	Actual Accomplis hment as of	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO5: SUPPORT TO OPERATIONS										
Acctg MFO1: ISO 9001:2015 aligned documents										
	PI1. Number of quality procedures maintained/prepared/revised	Maintain Procedure Manual	1	100.00%	1	5	5	5	5.00	Processing of Remittance Procedure Manual
Acctg MFO2: Innovation & best practices services										
	PI2. Number of innovation for improved university operations	Continual use of HRIS new payroll system	1	100.00%	1	5	5	5	5.00	generated files uploaded to google drive
	PI3. Number of best practices achieved	Process immediately the financial documents as long as funds is available	1	100.00%	1	5	5	5	5.00	100% no complaint, processed documents witin mandated time
UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES										
Acctg MFO1: Administration Support Services & Management										
	PI1. Customer Friendly Service	Serves client with courtesy; immediate response to client needs and inquiries	100% no complaint	100.00%	100% no complaint	5	5	5	5.00	100% no complaint; Served clients with courtesy; immediate response to client needs and inquiries
	PI2. Number of external linkages for improved financial management developed/ maintained	Facilitates external linkages for the improvement of financial transactions	8	100.00%	8	5	5	5	5.00	8 external linkages (COA, GSIS, BIR, PHILHEALTH, PAG-IBIG, LBP, VSUCC and PCC)
Acctg MFO2: Disbursement / Processing Services										
	Number of agency remittance summary prepared/generated from payroll	Prepares and generates report of agency remittances from payroll	138	83.33%	115	5	4	5	4.67	Philhealth, Pag-IBIG, GSIS, VSUCC and their sub-accounts. Also includes Miscellaneous, Globe and Philam remittances
	Number of Tax Remittance Advice (TRA) prepared/consolidated within mandated time	Prepares/Consolidates Tax Remittance Advice (TRA) within mandated time.	6	83.33%	5	5	5	5	5.00	Monthly consolidated breakdown TRA report for the main campus and it's satellite campuses.



	Number of compensation, documentary stamp and honorariums remitted monthly	Remit compensation, documentary stamp and honorarium taxes monthly	30	90.00%	27	5	4	5	4.67	PCC Compensation, Regular and Casual-Contractual, Documentary Stamp and average of 2 honorariums per month being remitted.
	Number of supplier tax remittances prepared and remitted according to fund type	Prepares tax remittances of suppliers and remit them monthly according to fund type.	36	83.33%	30	5	4	5	4.67	Fund types: GF, STF, IGP, PCC, TRUST, VSUPH
	No. of BIR remittances reports prepared monthly according to fund type	Prepares consolidated monthly report of tax remittances according to fund type and forward them to designated fund in-charge	24	83.33%	20	5	5	5	5.00	STF, TRUST, IGP & PCC fund reports.
	No. of other agencies remittance list per fund prepared within mandated time.	Prepares monthly consolidated remittances list to various agencies (Philhealth, Pag-IBIG, GSIS, VSUCC, VSU-FA, Philam Globe, and etc.)	192	83.33%	160	5	5	5	5.00	Regular: 21, Casual:6 & PCC: 5
	No. of vouchers for remittances prepared error-free (journalizing accounting entry included)	Prepares disbursement vouchers for remittances to different agencies	192	83.33%	160	4	5	5	4.67	Regular: 21, Casual:6 & PCC: 5 (vouchers are prepared per remittance list, this includes special payroll remittances)
	No. of Obligation request and Status (ORS) or Budget Utilization Request & Status (BURS) prepared error-free	Prepares Obligation Request and Status (ORS) or Budget Utilization Request and Status (BURS)	55	90.91%	50	5	5	5	5.00	Includes ORS for special payroll remittances.
	No of employees monitored/encoded for JANNOV BIR remittance report.	Monitors and encodes entries of employees BIR remittances for JANNOV report.	760	97.37%	740	5	5	4	4.67	Approximately there are 760 retired and active employees who are enlisted and to be finalized in JANNOV report

**Total points:**      69.00    67.00    69.00    68.33

<b>Total Over-all Rating</b>	<b>68.33</b>
<b>Average Rating</b>	<b>4.88</b>
Additional points:	
Approved additional points (with copy of approval) :	
<b>Final Rating</b>	<b>4.88</b>
<b>Adjectival Rating</b>	<b>Outstanding</b>

**Comments & Recommendations for Development Purpose:**

*Attend training on Accounting Related Activities*

Evaluated and Rated by:



**NICK FREDDY R. BELLO**

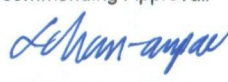
OIC-Head, Accounting Office

Date: January 12, 2024

1 - quality

2 - efficiency

Recommending Approval:



**LOUELLA C. AMPAC**

Director, Financial Management Office

Date: 1/11/24

3 - timeliness

4 - average

Approved:



**EDGARDO E. TULIN**

Vice Pres. for Admin and Finance

Date: 1/10/24





### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2023

Name of Staff: ELIZABETH D. PASA

Position: Adm. 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 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		25				



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		4.50				

Overall recommendation : recommended for promotion

  
**NICK FREDDY R. BELLO**  
 OIC-Head, Accounting Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ELIZABETH D. PASA**  
Performance Rating: Outstanding  
Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: 11/15/24 Target Date: Nov 2024

First Step:  
Attend Relevant Training on Accounting related services

Result  
Improved performance


Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:  
Recommended for Promotion


Outcome: \_\_\_\_\_

Final Step/Recommendation:

Prepared by:

  
**NICK FREDDY R. BELLO**  
Immediate Supervisor

Conforme:

  
**ELIZABETH D. PASA**  
Name of Ratee Faculty/Staff