



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **RICKY DANN M. FERNANDEZ**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.33	70%	3.031
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.350
TOTAL NUMERICAL RATING			4.381

TOTAL NUMERICAL RATING: **4.381**

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.381**

FINAL NUMERICAL RATING **4.381**

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:

Ricky

RICKY DANN M. FERNANDEZ

Admin. Aide III

Reviewed by:

Nick

NICK FREDDY R. BELLO

OIC-Head, Accounting Office

Recommending Approval:

Louella

LOUELLA C. AMPAC

Director, Financial Management Office

Approved:

Dan

DANIEL LESLIE S. TAN

Vice President for Administration and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **RICKY DANN M. FERNANDEZ**, staff of the Accounting Office commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July to December 2021**

RICKY DANN M. FERNANDEZ

Ratee

Approved:

NICK FREDDY R. BELLO

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	July-Dec 2021 Target	Percentage of Accomplishment as of Dec. 31, 2021	Details of Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
Project Controlling Services	Number of quarterly and Year-end Financial Reports prepared within the mandated time	Prepares financial reports, schedule of liquidation and schedule of accounts payable	72	100%	72	4.00	4.00	3.00	3.67	
	Number of projects controlled & Monitored	Controls Project/Releases funded by PCARRD, DOST, DA-BAR, CHED accounts (20201050)	59	100%	59	4.00	4.00	4.00	4.00	
	Number of documents processed	Obligates vouchers, payrolls, PO's, PR's and liquidations chargeable to projects controlled	425	100%	425	5.00	5.00	4.00	4.67	
	Number of documents encoded	Encoded obligated vouchers, PO's and payrolls to the BAOM System and individual JAO	638	100%	638	5.00	5.00	5.00	5.00	
Assign Other Task	Number of reports with instructions from the supervisor needed immediate action and submitted as per set timeline	Prepares report of releases, balances and expenses of projects and etc.	5	100%	5	5.00	4.00	4.00	4.33	
	Instructions from the supervisor needed immediate action in assisting other accounting task	Receiving and releasing of documents. Receiving, Releasing and Return documents in the Document Tracking system. Audit payrolls	1,204	100%	1,204	4.00	5.00	4.00	4.33	
Total Over-all Rating					2,403	27.00	27.00	24.00	26.00	

Average Rating (Total Over-all rating divided by # of			4.33
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING			4.33
ADJECTIVAL RATING			Very Satisfactory

Comments & Recommendations for Development Purpose:
Attend more trainings relevant to functions. Improve timeliness and sense of urgency in assigned tasks.

Evaluated and Rated by:

NICK FREDDY R. BELLO

OIC-Head Accounting Office

Date: 2/21/2022

Recommending Approval:

LOUELLA C. AMPAC

Director for Financial and Management

Date: 2/21/22

Approved:

DANIEL LESLIE S. TAN

Vice Pres. For Admin and Finance

Date: 2/21/2022

- 1 - quality
- 2 - efficiency
- 3 - timeliness
- 4 - average

PERFORMANCE MONITORING FORM


Name of Employee: Ricky Dann M. Fernandez

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	Controls project released under NGAS (20201050) funded by DA-BAR, CHED, PCAARRD & DOST	Journals encoded & recorded	Start of Project	As soon as all of the required documents are submitted	within a day	Very Impressive	Outstanding	
2	Obligates vouchers, payrolls and PO's under NGAS accounts	Posted transactions to each project Journals	Daily	1 day after received from processing	within a day	Very Impressive	Outstanding	
3	Earmarks PR's, contracts, appointments under NGAS accounts	Assigned number and recorded to each projects journal	Daily	15 minutes	within a day	Very Impressive	Outstanding	
4	Prepares journal monthly balance per projects	Prepared monthly balance of LIB's of each projects	Monthly	2 days preparations per projects	2 days after	Impressive	Very Satisfactory	
5	Encodes obligated vouchers, payrolls and PO'S under NGAS accounts to BAOM	Posted transactions to BAOM	Daily	1 day preparation	1 day after	Impressive	Outstanding	
6	Posts check number to the obligated documents	Posted to Journal per projects	Monthly	1 day preparation per projects	within a day	Impressive	Very Satisfactory	
7	Prepares schedule of recapitulated liquidations and accounts payable of each projects	Prepared Schedules of Check Issued and Accounts Payable	Quarterly	2 days preparation per projects	2 days after	Impressive	Outstanding	
8	Prepares financial report of each projects	Prepared quarterly Financial Reports	Quarterly	3 days preparations per projects	2 days after	Impressive	Outstanding	
9	Prepares liquidation report of accounts payable of the previous year of each projects	Prepared Liquidation of AP of previous year and Financial Reports	Annually	2 days preparation per projects	2 days after	Impressive	Outstanding	
10	Prepares terminal report for projects completed and prepare voucher of refund if there's any	Prepared Terminal Report per project	End of Project	2 days preparation per projects	2 days after	Impressive	Outstanding	

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


NICK FREDDY R. BELLO
 OIC-Head, Accounting Office



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July 1 – December 31, 2021**

Name of Staff: **RICKY DANN M. FERNANDEZ**

Position: **Administrative 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		54				

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 : _____


NICK FREDDY R. BELLO
 OIC-Head, Office of the Head of Accounting

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **RICKY DANN M. FERNANDEZ**

Performance Rating: Very Satisfactory

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: July 1 Target Date: December, 2021

First Step:

Training on financial management

Result

Improved performance

Date: _____ Target Date: _____


Next Step:

Recommend for Promotion

Outcome: _____

Final Step/Recommendation:

Prepared by:


NICK FREDDY R. BELLO
Unit Head

Conforme:


RICKY DANN M. FERNANDEZ
Name of Ratee Faculty/Staff