



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

**Annex P**

Name of Administrative Staff: **JHONAVEL R. CASTIL**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.89	70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.87	30%	1.45
<b>TOTAL NUMERICAL RATING</b>			

TOTAL NUMERICAL RATING: 4.87

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:           

FINAL NUMERICAL RATING

ADJECTIVAL RATING: 4.87

**Outstanding**

Prepared by:

JHONAVEL R. CASTIL  
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, JHONAVEL R.CASTIL, 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 of July 1 to December 31, 2023.

Prepared by:

JHONAVEL R. CASTIL

Ratee

Date: January 24, 2024

Approved by:

**NICK FREDDY R. BELLO**

Head of Unit

Date: January 24, 2024

### Rating Equivalents:

5 - Outstanding

4 - Very Satisfactory

3 - Satisfactory

2 - Fair

1 - Poor

[illegible]



**UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES****Acctg MFO1: Administration Support Services & Management**

	Administrative & Support Services & Management	No. of external linkages for improved financial management developed/maintained	2 External Linkages	100%	2 Prepared and submitted the required datas/docs as needed	5	5	5	5	Followed as mandated. (COA and DBM)
	Customer Friendly Service	Served clients with courtesy; immediate response to client needs and inquiries	100% no complaint; Served clients with courtesy; immediate response to client needs and inquiries	100%	Provided datas/docs at the time needed	5	5	5	5	Consistently observed.

**ACCTG. MFO 3 Bookkeeping Services**

	No. of transactions encoded/recorded error free	Encodes & records entries to BAOM for 07-Trust Receipts	2,500 entries encoded & recorded	97%	Assumely 3% (2,425) of minimal errors made but already adjusted	4	5	5	4.67	Accomplished timely.
	No. of transactions posted	Posts transactions to SL and GL for Trust Receipts	1,000	100%	Properly prepared and recorded 1,000 transactions to SL & GL	5	5	5	5	Accomplished timely.
		Consolidates CkDJ of the main campus under Trust Receipts	6	100%	Properly and accurately prepared 6 consolidated ckdj of the main campus	5	5	5	5	Accomplished timely.

		Consolidates all transactions of the branch campuses such as CRJ, CDJ, CkDJ and post to General and subsidiary ledgers for Trust Receipts.	18	100%	Properly prepared and recorded 18 consolidated CRJ, CKDJ, CDJ and GJ of external campuses	5	5	5	5	Accomplished timely.
		Prepares Monthly General Journals for Trust Receipts.	6	100%	Properly prepared and submitted monthly set of General Journals	5	5	5	5	Accomplished timely.
		Prepares Journal Entry Vouchers for Trust Receipts	125	184%	Properly evaluated and submitted 240 jevs for trust receiptst	5	5	5	5	Accomplished timely.
		Maintains and post to subsidiary ledgers for cash advances and cash in bank accounts for Trust Receipts	35	100%	Timely updated 35 subsidiary ledgers for cash advances and cash in bank accounts	5	5	5	5	Consistently controlled and monitored.
	No. of entries for liquidation of cash advances	Prepares liquidation summary report for Trust Receipts.	6	100%	Properly and accurately prepared and submitted 6 liquidation summary	5	5	4	4.67	Accomplished timely.
	No. of Trial Balance prepared within the mandated time	Prepares Trial Balance for Trust Receipts	6	100%	Properly and accurately prepared and submitted 6 monthly Trial Balance	5	5	4	4.67	Accomplished timely.



	No. of schedules prepared within the mandated time	Prepares schedules under Trust Receipts	20	100%	Constantly monitored, prepared and submitted 20 schedules timely.	5	5	4	4.67	Timely Updated
	No. of reports prepared	Prepares summary of quarterly disbursements for Fund Cluster 07-Trust Receipts	2	100%	Properly and accurately prepared and submitted 2 quarterly disbursements	5	5	5	5	Accomplished timely.
	No. of equipments posted and computed	Posts Property, Plant & Equipment to Schedule and computes depreciation expenses	150	160%	250 PPEs scheduled and computed depreciation expenses	5	5	4	4.67	Quarterly updated.
	No. of PPE's prepared	Prepares subsidiary ledger for PPE (all funds)	55	180%	Consistently prepared and monitored 99 PPE SL of all funds	5	5	5	5	Accomplished timely.
		Prepares Financial Statements for submission to COA, DBM, GAS and other concerned agencies for Trust Receipts.	10	100%	Properly and accurately prepared and submitted 10 FS	5	5	4	4.67	Quarterly submitted.
	<b>Total Over-all Rating</b>					94	95	90	93	

Average Rating (Total Over-all rating divided by # of entries)			<b>4.89</b>
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING			<b>4.89</b>
ADJECTIVAL RATING			<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 24, 2024

1 - quality 2 - efficiency

Recommending Approval:



**LOUELLA C. AMPAC**

Director for Financial and Management

Date: January 25, 2024

3 - timeliness

4 - average

Approved:



**EDGARDO E. TULIN**

Vice Pres. For Admin and Finance

Date: January 25, 2024





### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2023

Name of Staff: **JHONAVEL R. CASTIL**

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		58				



<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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, Accounting Office



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JHONAVEL R. CASTIL**

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 24, 2024

Target Date: November 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:



**JHONAVEL R. CASTIL**

Name of Ratee Faculty/Staff