



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	4.79	70%	3.353
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
TOTAL NUMERICAL RATING			4.829

TOTAL NUMERICAL RATING: **4.829**


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.829**


FINAL NUMERICAL RATING **4.829**

ADJECTIVAL RATING: **Outstanding**


Prepared by:


WILMA V. NAPIERE
Admin. Aide VI

Reviewed by:


NICK FREDDY R. BELLO
OIC-Head, Accounting Office

Recommending Approval:



LOUELLA C. AMPAC
Director, Financial Management Office


Approved:


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 **January 1 to June 30, 2022**.


WILMA V. NAPIERE
Ratee


NICK FREDDY R. BELLO
Head of Unit


NO.	MFO & PAPs	Success Indicators	Task Assigned	Jan-June 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	
		Customer Friendly Service	Served clients with courtesy; immediate response to client needs and inquiries	100% no complaint		100%		5	5	5	5.00	
ACCTG. MFO 2	Disbursement/ Processing Services	No. of transactions encoded/recorded error free	07-Trust Receipts-Encodes & records entries to BAOM (Jan. to Feb.); 01-RAF (March to April)	3000	3696	123%		5	5	4	4.67	
ACCTG. MFO 3	Bookkeeping Services	No. of transactions posted error free	Posts transactions to SL and GL for Trust Receipts & 01-RAF	1,100	1,197	109%		5	5	5	5.00	
		No. of entries consolidated error free	Consolidates CkDJ of the main campus under Trust Receipts & 01-RAF	165	190	115%		5	5	5	5.00	
		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 Trust Receipts/ 01-RAF	150	457	305%		5	5	5	5.00	
		No. of journals prepared within the mandated time	Prepares General journals and JEV for Trust Receipts & 01-RAF	240	350	146%		5	5	4	4.67	
		No. of accounts maintained and posted	Maintains and post to subsidiary ledgers for cash advances and cash in bank accounts 07-TR/01-RAF	20	75	375%		5	5	4	4.67	
		No. of entries for liquidation of cash advances	Prepares liquidation summary report for Trust Receipts/ 01-RAF	10	48	480%		5	5	5	5.00	
		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 , Loans-Rec., Other Receivables, Accts. Payable, Due to O&E, Due from NGAs, Due from Other Funds, Disallowances, (07-TR /01-RAF)	14	21	150%		5	5	4	4.67	

		No. of Trial Balance prepared within the mandated time	Prepares Trial Balance under Trust Receipts & 01-RAF	6	5	83%		5	5	4	4.67	new assignment(from 07-TR to 01-RAF functions)
		No. of entries encoded to Cash Receipts Journal recorded error free	Encodes & analyzes entries and prepares Cash Receipts Journals for all Funds	1500	1627	108%		5	5	5	5.00	
		No. of reports prepared required by other offices/agencies within the mandated time	Prepares summary of Income of 05-IRF, 06-BRF, 07-TR, VSU Hosp. & Senior HS	18	10	56%		5	5	4	4.67	new assignment(from 07-TR to 01-RAF functions)
		No. of Bank Reconciliation prepared	Prepares bank reconciliation for MDS & other funds	10	22	220%		5	5	4	4.67	
		No. of financial statements prepared within the mandated time	Prepares financial Statements for submission to COA, DBM & GAS for 01-RAF	10	10	100%		5	5	4	4.67	
		No. of Reports prepared within the mandated time	Prepares summary of Quarterly disbursements for 07-Trust Receipts & monthly disbursement for MDS/LDDAP-ADA (Dec. To Feb.)	8	2	25%		5	5	4	4.67	new assignment(from 07-TR to 01-RAF functions)
			Prepares quarterly CONSOLIDATED Trial Balance, Financial Statements (5), Status of Unliquidated Cash advances, Status of Due from NGA's, Status of Other Receivables	-	9	100%		5	5	4	4.67	
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							95	95	83	91.00	

Average Rating (Total Over-all rating divided by # of					4.79
Additional Points:					
Punctuality					
Approved Additional points (with copy of approval)					
FINAL RATING					4.79
ADJECTIVAL RATING					Outstanding

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


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: _____

PERFORMANCE MONITORING FORM

Name of Employee: WILMA V. NAPIERE

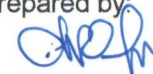
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all Assessment of Output**	Remarks/Recommendation
1	07-Trust Receipts-Encodes & records entries to BAOM (Jan. to Feb.)/ 01-RAF (March to April)	documents encoded & recorded to BAOM	daily	daily	daily	Impressive	Very Satisfactory	
2	Posts transactions to SL and GL for Trust Receipts/ 01-RAF	transactions posted to SL and GL	monthly	after all necessary journals were accomplished	2 days	Very Impressive	Outstanding	
3	Consolidates CkDJ of the main campus under Trust Receipts/ 01-RAF	consolidated check disbursement journals	monthly	after all CKDJ of main campus were accomplished	3hours	Impressive	Very Satisfactory	
4	Consolidates all transactions of the branch campuses such as CRJ, CDJ, CkDJ and post to General and subsidiary ledgers for Trust Receipts/ 01-RAF	consolidated journals for external campuses & posted transactions to SL/GL	monthly	day after receipt of all Journals of external campuses	1 day	Very Impressive	Outstanding	
5	Prepares General journals and JEV for Trust Receipts/ 01-RAF	Prepared journals & JEV	monthly	day after consolidation of all Journals and after posting of all necessary entries to SL & other reports	1 day	Very Impressive	Outstanding	
6	Maintains and post to subsidiary ledgers for cash advances and cash in bank accounts 07-TR/01-RAF	Posted entries of Cash advances and Cash in Bank Accounts to SL	monthly	after preparation of all necessary Journals & required documents	2 days	Very Impressive	Outstanding	
7	Prepares liquidation summary report for Trust Receipts/ 01- RAF	Prepared summary report of liquidation of cash advances	monthly	after receipt of liquidation reports & documents	1 day	Very Impressive	Outstanding	
8	Prepares schedule of Accts. Rec., Advances to Officers & Employees , Advances to Special Disb. Officers, Petty Cash, Due from Officers , Loans-Rec., Other Receivables, Accts. Payable, Due to O&E, Due from NGAs, Due from Other Funds, Disallowances, (07-TR /01-RAF)	Prepared schedules of cash advances, receivables and payables	quarterly	after posting of all entries to subsidiary ledgers	1 day	Very Impressive	Outstanding	

9	Prepares Trial Balance under 07-Trust Receipts / 01-RAF	Prepared Trial Balance	monthly	10 days of the following month	5 days after preparation of all necessary reports & posting of all transactions to SL/GL	Very Impressive	Outstanding	
10	Encodes & analyzes entries and prepares Cash Receipts Journals for all Funds	Prepared Cash Receipts Journals for all Funds	monthly	1 week after receipt of docs	1 week after receipt of docs	Very Impressive	Outstanding	
11	Prepares summary of Income of 05-IRF, 06-BRF, 07-TR, VSU Hosp. & Senior HS	Prepared summary of Income of all funds	monthly/quarterly	day after Collection Reports were accomplished	1 day	Very Impressive	Outstanding	
12	Prepares quarterly CONSOLIDATED Trial Balance, Financial Statements (5), Status of Unliquidated Cash advances, Status of Due from NGA's, Status of Other Receivables	Prepared Quarterly Financial Reports	quarterly	10 days after preparation of all necessary reports & posting of all transactions to SL/GL	3 days	Very Impressive	Outstanding	
13	Prepares financial Statements for submission to COA, DBM & GAS for Trust Receipts/01-RAF	Prepared Quarterly Financial Reports	quarterly	10 days after preparation of all necessary reports & posting of all transactions to SL/GL	1 day	Very Impressive	Outstanding	
14	Prepares bank reconciliation for MDS & other funds	Prepared monthly Bank Reconciliation for MDS Account & Other Funds	monthly	10 days upon receipt of the Bank Statements	3days	Very Impressive	Outstanding	
15	Prepares summary of Quarterly disbursements for 07-Trust Receipts & monthly disbursement for MDS/LDDAP-ADA (Dec. To Feb.)	Prepared quarterly disbursements for 07-TR/RAF(MDS)	quarterly	after all necessary journals were accomplished	1 day	Very 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: **Jan. 1-June 30, 2022**

Name of Staff: **WILMA V. NAPIERE** 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		59				

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	4.92				

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: June, 2022

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:


WILMA V. NAPIERE
Name of Ratee Faculty/Staff