



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **NORIETA B. BUSTILLO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.75	70%	3.325
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.401
TOTAL NUMERICAL RATING			4.726

TOTAL NUMERICAL RATING: **4.726**


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.726**


FINAL NUMERICAL RATING **4.726**

ADJECTIVAL RATING: **Outstanding**

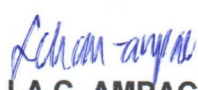
Prepared by:


NORIETA B. BUSTILLO
Admin. Assistant III

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, **Norieta B. Bustillo**, 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**.


NORIETA B. BUSTILLO
Ratee


NICK FREDDY R. BELLO
Head of Unit

NO.	MFO & PAPs	Success Indicators	Task Assigned	July-Dec. 2022 Target	Percentage of Accomplish ments	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	6 External Linkages	100%	6	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	100% no complaint; served clients with courtesy; immediate response to client needs and inquiries
ACCTG. MFO 2	Disbursement/ Processing Services	No. of transactions encoded/recorded error free	FC-05 (Internally Generated Fund) Encoded & records entries to BAOM	2,150 entries encoded & recorded	150%	3,220	4	5	4	4.33	3220 entries encoded
ACCTG. MFO 3	Bookkeeping Services	No. of transactions posted	Posts transactions to SL and GL for Internally Generated Funds	1,205	171%	2,064	5	5	4	4.67	2064 transactions posted
		No. of entries consolidated	Consolidates (CKDJ) for Main Campus under Fund Cluster 05-IGF	400	156%	625	5	5	4	4.67	625 entries consolidated
		No. of entries consolidated	Consolidates all transactions of the branch campuses such as CRJ, CDJ, CKDJ and posts to General and subsidiary ledgers for Internally Generated Funds	250	150%	375	5	5	4	4.67	375 entries consolidated
		No. of Journals prepared within the mandated time	Prepared General Journals and JEV for FC-05 (Internally Generated Fund)	110	367%	404	5	5	4	4.67	404 journals prepared
		Number of Accounts maintained and posted	Maintained and posted to Subsidiary Ledgers for Cash advances and Cash in Bank Accounts for Internally Generated Funds.	22	186%	41	5	5	4	4.67	41 accounts maintained

		No. of entries for Liquidation of cash advances prepared	Prepared liquidation summary reports for Fund Cluster (05) Internally Genrated Funds	75	100%	75	5	5	4	4.67	75 liquidation reports prepared
		No. of Trial balance prepared within mandated time	Prepared monthly Trial Balance for Fund Cluster 05 - Internally Generated Funds	6	100%	6	5	5	4	4.67	6 TB prepared
		No. of Schedules and Aging Prepared within the mandated time	Prepared Schedules and Aging of Cash Advances, Accounts Payables, Other Payables, Accounts Receivables, Other Receivables, Due to & Due from officers and Employees Etc	25	100%	25	5	5	4	4.67	25 schedules prepared
		No. of Financial Statements prepared	Prepares Financial Statements for submission to COA, DBM and other related gov't. agencies for FC 05- IGF	10	100%	10	5	5	4	4.67	10 FS prepared
		No. of summary for disbursements prepared	Prepares Summary of Quaterly Disbursement prepared under FC 05 IGF	4	100%	4	5	5	4	4.67	4 reports prepared
		No of transmittal prepared (STF-Plain & STF-Cebu)	Prepares, transmittal of reports for disbursementl journals and financial reports for submission to COA	6	100%	6	5	5	4	4.67	6 reports prepared
		No. of Financial Statements prepared within the mandated time	Prepared Financial Statements for submission to COA, DBM,GAS and other concerned agencies for FC-05	10	100%	10	5	5	4	4.67	10 FS prepared
		No. of reports prepared within the mandated time	Prepared Summary of Quaterly Disbursement under FC 05 - IGF	2	300%	6	5	5	4	4.67	6 reports prepared
		No. of PPMP's prepared	Prepared PPMP's annually and semi annual	3	200%	6	5	5	5	5.00	6 PPMP prepared
		No. of vouchers, RIS, PRs prepared	Prepared vouchers for replenishment of Petty Cash	3	133%	4	5	5	5	5.00	4 PCF vouchers prepared
ACCTG. MFO 4	Innovation & Best Practices Services or Continual Improvement and Management Services	No. of innovations for improved university operations	Assists in innovations pf the improvement of university operations	1	100%	1	5	5	5	5.00	use of IP messenger in informing depts./offices for the returned dosuments with difficiencies
		No. of best practices achieved	Assists in best practices achieved	1	100%	1	5	5	5	5.00	
Total Over-all Rating:							99	100	86	95.00	
Average Rating (Total Over-all rating divided by # of entries)						4.75	Comments & Recommendations for Development Purpose: To attend trainings relevant to function.				
Additional Points:											
Punctuality											

Approved Additional points (with copy of approval)				
FINAL RATING				4.75
ADJECTIVAL RATING				Outstanding

Eva;uated and Rated by:



NICK FREDDY R. BELLO
OIC-Head, Accounting Office

Date: _____

Recommending Approval:



LOUELLA C. AMPAC
Director, Financial Management Office

Date: _____

Approved:



DANIEL LESLIE S. TAN
Vice Pres. For Admin and Finance

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

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

Name of Staff: Norieta B. Bustillo

Position: Admin Assistant 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		56				



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		4.67				

Overall recommendation : _____

NICK FREDDY R. BELLO

OIC-Head, Office of the Head of Accounting

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **NORIETA B. BUSTILLO**

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:


NORIETA B. BUSTILLO
Name of Ratee Faculty/Staff