



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	4.46	70%	3.122
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.350
TOTAL NUMERICAL RATING			4.472

TOTAL NUMERICAL RATING: **4.472**

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.472**

FINAL NUMERICAL RATING **4.472**

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:

RICKY DANN M. FERNANDEZ

Admin. Aide 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 COMMITTEE & 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 accomplishments in accordance with the indicated measures for the period **July 1 to December 31, 2022**.

RICKY DANN M. FERNANDEZ

Ratee

NICK FREDDY R. BELLO

Head of Unit

NO.	MFO & PAPs	Success Indicators	Task Assigned	JAN-DEC 2022 Target	Percentage of Accomplishments	Details of Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
	Disbursement/ Processing Services	Number of projects controlled error free	Control Projects/ Releases under NGAS (20201050) funded by DA-BAR, CHED, PCARRD, DENR, DOST & NEDA	20	170%	Controlled 34 projects	4	4	4	4.00	Controlled 34 projects
		Number of financial documents	Obligates vouchers, payrolls & PO's under NGAS account	250	122%	Obligated 305 financial docs.	5	5	4	4.67	Obligated 305 financial docs.
			Earmarks PR's, Contracts & Appointment under NGAS account	45	111%	Earmarks 50 docs.	5	5	4	4.67	Earmarks 50 docs.
		Number of financial documents obligated	Encode the obligated voucher, payroll & PO's, under NGAS accounts	250	122%	Encoded 305 financial docs	5	5	4	4.67	Encoded 305 financial docs
	Bookkeeping Services	Number of Quarterly and Terminal Financial Projects Reports with supporting schedules prepared and submitted to funding agencies within the mandated time	Prepare Financial Report of each project	40	117%	Prepared 47 Financial Report	4	4	4	4.00	Prepared 47 Financial Report
			Prepare Schedule of Recapitulated liquidations of each projects	60	103%	Prepared 62 Scheduled of Recap Liq.	5	5	4	4.67	Prepared 62 Scheduled of Recap Liq.
			Prepare schedule of accounts payable for each projects	60	103%	Prepared 62 schedule of Accounts Payable	5	4	4	4.33	Prepared 62 schedule of Accounts Payable
			Prepares Liquidation Report of Accounts Payable of the previous Year of each projects	20	105%	Prepared 21 Liq. Report of Accounts Payable	5	4	4	4.33	Prepared 21 Liq. Report of Accounts Payable
			Prepare Terminal Report as projects requires	20	105%	Prepared 21 Terminal Reports	4	4	4	4.00	Prepared 21 Terminal Reports
	Services or Continual & Improvement & Management Services	Number of Innovations for Improved University Operations	Process immediately the financial documents as long funds is available	1	100%		5	5	4	4.67	
		Number of best practices achieved	Liquidate the financial documents	1	100%		4	4	4	4.00	
		Number of documents coded on ISO 9001:2015 standard forms	Codes documents	1500	103%	Coded 1,553 documents	5	5	5	5.00	Coded 1,553 documents
		Number of internal and external documents posted/monitored	Posts/Monitor internal and external documents	1500	106%	Posted 1,600 internal and external docs.	5	5	5	5.00	Posted 1,600 internal and external docs.

61 59 54 58

Total Over-all Rating				
Average Rating (Total Over-all rating divided by # of entries)				4.46
Additional Points:				
Punctuality				
Approved Additional points (with copy of approval)				
FINAL RATING				4.46
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: _____

1 - quality

Recommending Approval:

LOUELLA C. AMPAC

Director, Financial Management Office

Date: _____

3 - timeliness

Approved:

DANIEL LESLIE S. TAN

Vice Pres. for Admin and Finance

Date: _____

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	
11	Number of documents coded on ISO 9001:2015 standard forms	Coded Documents on ISO 9001:2015 Standard Forms	Daily	As soon as all of the documents are received	within a day	Very Impressive	Outstanding	
12	Number of internal and external documents posted/monitored	Posted/Monitored Internal and External Documents	Daily	As soon as all of the documents are received	within a 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: **July 1-Dec 31, 2022**

Name of Staff: RICKY DANN M. FERNANDEZ

Position: Admin. 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		4.5				

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: 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:


RICKY DANN M. FERNANDEZ
Name of Ratee Faculty/Staff