



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.91	70%	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.5
TOTAL NUMERICAL RATING			4.93

TOTAL NUMERICAL RATING: 4.93


Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.93

ADJECTIVAL RATING: Outstanding

Prepared by:


NICK FREDDY R. BELLO
Accounting II


Reviewed by:


LOUELLA C. AMPAC
Director, Financial Management

Recommending Approval:


LOUELLA C. AMPAC
Director, Financial Management

Approved:



ELWIN JAY V. YU
Vice President, Administration and Finance




INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, NICK FREDDY R. BELLO, OIC-Head 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, 2024.

Prepared by:


NICK FREDDY R. BELLO
 Ratee
 January 25, 2024

Approved:


LOUELLA C. AMPAC
 Immediate Supervisor
 January 25, 2024

Rating Equivalents:

- 5 - Outstanding
- 4 - Very Satisfactory
- 3 - Satisfactory
- 2 - Fair
- 1 - Poor

MFO & PAPs	Success Indicators	Tasks Assigned	2024 Target Jan-December	Actual Accomplish ment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO5: SUPPORT TO OPERATIONS									
Acctg MFO1: ISO 9001:2015 aligned									
	Number of quality procedures maintained/prepared/revised	Maintained/prepared/revised ISO quality procedures	4	4	5	5	5	5.00	Maintained and continuous compliance to the 4 Registered QPs of the office.
Acctg MFO2: Innovation & best practices									
	Number of innovation for improved university operations	Introduces innovation for improved university operation	1	1	5	5	5	5.00	Maximized usage of google drive for the following: *Internal document control *Back-up storage *ISO Code tracking *Efficient collaboration of connected inter-office tasks
	Number of best practices achieved	Introduces best practices	1	1	5	5	5	5.00	Issuance of relevant OP/OVPAF Memos for guidance of the concerned employees (e.g. Withholding Tax Updates, BIR Filings for Regular, Casual and JOs)

UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES

Acctg MFO1: Administration Support Services & Management

	Customer Friendly Frontline	Served clients with courtesy;	100% no	Zero	4	4	4	4.00	All concerns in the customer
	Number of external linkages for improved financial management developed/maintained	External linkages with National Government Agencies and other organizations.	12	12	5	5	5	5.00	12 external linkages (COA, DBM, GSIS, BIR, PHILHEALTH, PAG-IBIG, LBP, PCC, VSUCC, DOST-PCAARRD, DA-BAR, CHED R8)
	Percentage of NCs	Practice ISO	Zero	Zero	5	5	5	5.00	No NC received
	Percentage of CARs	Practice ISO	Zero	Zero	5	5	5	5.00	No CAR received

Acctg MFO2: Disbursement / Processing Services

	No. of financial documents certified (vouchers, payrolls, PO, and PRs) within 3 days after receipt	Reviews and certifies financial documents (vouchers, payrolls, appointments, contracts, PR, ITR and etc.) and certifications on availability of funds.	17,000	9,688	5	5	5	5.00	9,688 disbursement vouchers were received, audited and submitted to concerned offices/personnels
	No. of communication prepared within the mandated time	Prepares communications and other related office reports	200	276	5	5	5	5.00	276 communications prepared/ certified.
	No. of certification and demand letters for unliquidated cash advance signed	Reviews and signs certification and demand letters for unliquidated cash advance	500	1,020	5	5	5	5.00	1,020 certification/ demand letters prepared/ certified.

Acctg MFO3: Bookkeeping Services

	No. of semi-annual and annual financial project reports reviewed and certified within the mandated time (new and ongoing projects)	Reviews and certifies quarterly financial project reports with supporting schedules (new and ongoing projects)	60	33	5	5	4	4.67	33 Quarterly, Semi-Annual and Annual Financial Report for ongoing projects from various funding sources.
	No. of terminal financial reports related to externally funded projects reviewed and certified (old projects)	Reviews and certifies terminal financial project reports with supporting schedules (old projects)	40	21	5	5	4	4.67	21 Terminal Report printed from various funding source.

	No. of monthly, quarterly, and year-end financial reports with supporting schedules reviewed and certified within the mandated time	Reviews and certifies monthly, quarterly, and year-end financial reports with supporting schedules	2000	1,313	5	5	4	4.67	1,313 financial reports and supporting documents under the 4 fund clusters reviewed and certified.
	No. of reports prepared within the mandated time	Prepares monthly Report of Disbursement under 01 Regular Funds FAR 4	12	6	5	5	5	5.00	Dec 2023 to May 2024 FAR 4
	No. of reports prepared within the mandated time	Prepared quarterly Report of income/receipts FAR 5 for Fund 164, 161 and 101 Trust	4	2	5	5	5	5.00	Q4 2023 and Q1 2024 FAR 5
	No. of reports prepared	Prepares draft for monthly	12	6	5	5	5	5.00	Dec 2023 to May 2024 SPMR
	No. of reports prepared within the mandated time	Prepares quarterly Statements of Cash Flow for all funds and one consolidated cash flow	20	10	5	5	5	5.00	2023 Year-end and Q1 2024 Cashflow for each fund and consolidated

Acctg MFO 4: Student Assessment Services

	Number of students records generated, maintained and updated for Graduates, College and High School Students	Certifies statement of accounts, clearance, and other documents related to student accounts	10000	41,300	5	5	5	5.00	High School - 1200 Students (including Old Accounts) College - 37,400 (including their old Accounts) & Graduates - 2700 students (including their old Accounts) were maintained and updated that includes generating of Assessment slips, billing Statement and/or Certification fees
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Acct MFO 5: Free Higher Education (FHE) and TES/TDP Services

	Number of Tuition and Other School Fees billing prepared and submitted to DBM/CHED.	Facilitate the preparation of TOSF billing to DBM/CHED	4	4	5	5	5	5.00	Prepare four (4) billings: *1st Semester 2023-2024 (15,597 beneficiaries), *2nd Semester 2023-2024 (14,418 beneficiaries), *5M Deficiency Billing for 1st Semester 2022-2023 (2,091 beneficiaries); and *8M (2nd Tranche) Deficiency Billing for 1st Semester 2022-2023 (2,315 beneficiaries)
	Number of TES/TDP grants distributed to the beneficiaries.	Facilitates the processing of TES/TDP grants to be given to the beneficiaries	1290	1,504	5	5	5	5.00	Release of Grant: 2nd Semester, 2022-2023 - TES-347; TDP-276 Billing: 1st Semester, 2023-2024 - TES - 1 billing (264 students); TDP - 5-Billing (871 students) Validation: 1st Semester, 2023-2024 - TES - 6 Validation (1365 students); TDP 3 Validation (139 students)

Acct MFO 6: Supervisory Services

	No. of staff supervised	Plans activities and	23	25	5	5	5	5.00	8 Regular
	No. of meetings attended	Represents the office in meetings and entertains university concerns pertaining to financial matters.	60	74	5	5	5	5.00	Attend various meetings - UADCO, VSFC-AS, Finance Committee, Accounting Office Meeting, etc.
Total Over-all Rating					109	109	106	108.00	
Average Rating (Total Over-all rating divided by # of entries)					4.95	4.95	4.82	4.91	
Additional Points:									Comments & Recommendations for Development Purpose: <i>deserve promotion</i>
Punctuality									
Additional									
FINAL RATING									
ADJECTIVAL RATING									

Evaluated and Rated by:



LOUELLA C. AMPAC

Director, Financial Management Office

Date: January 25, 2024

Recommending Approval:



LOUELLA C. AMPAC

Director, Financial Management Office

Date: January 25, 2024

Approved:



ELWIN JAY V. YU

Vice Pres. for Admin. and Finance

Date: July 25, 2024

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

PERFORMANCE MONITORING & COACHING JOURNAL
January - June 2024

/	1st	Q U A R T E R
/	2nd	
	3rd	
	4th	

Name of Office: Accounting Office

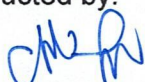
Head of Office: NICK FREDDY R. BELLO

Number of Personnel: 26

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		-Externally funded projects liquidation monitoring -facilitate FS report submission		-Consolidated monitoring form; liquidation reports -reports submitted	-January to June 2024 -Q1 and Q2 2024 reports
Coaching	-Clarification on accounting entries of various transactions -Clarification on tax treatment of various compensation/ income			-Journal entry vouchers, various journals -BIR Forms	

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:



NICK FREDDY R. BELLO
OIC-Head, Accounting Office

Noted by:



LOUELLA C. AMPAC
Director, Financial Management Office

TRACKING TOOL FOR MONITORING TARGETS

"Exhibit 4

Major Final Output/ Performance	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1st Week	2nd Week	3rd Week	4th Week	
UMFO5: Acctg MFO1 ISO 9001:2015 aligned documents	Revision of Citizen Charter	NFR Bello and J. Tinaja	February - September 2024	Accomplished				For approval by the Administrative Officer
	Compliance of Customer Feedback Report requirements	NFR Bello and Accounting Staff	Daily operation	Accomplished				Complied Customer Feedback Report for January-April 2024
UMFO5: Acctg MFO2 Innovation & best practices services	Maximized usage of google drive for the following: *Internal document control *Back-up storage *ISO Code tracking *Efficient collaboration of connected inter-office tasks	NFR Bello and Accounting Staff	Daily operation	Accomplished				Continue to use google drive for efficient and productive processing
	Issuance of relevant OP/OVPAF Memos for guidance of the concerned employees (e.g. Withholding Tax Updates, BIR Filings for Regular, Casual and JOs)	NFR Bello and Accounting Staff	1st week of January for BIR requirements	Accomplished				Issued and implemented OVPAF Memo# 04 and OVPAF Memo #03
UMFO6: Acctg MFO1 Administration Support Services & Managemen	Customer Friendly Frontline Service	NFR Bello and Accounting Staffs	Daily operation	Accomplished				Response to Customer Feedback Report for the month of Jan-Apr 2024
	Number of external linkages for improved financial management developed/maintained *Submit fully accomplished financial report to COA *Submit approved billing and liquidation report to UniFAST CHED-DBM *Submit Terminal financial reports to external funding agencies *Monitor remittances of employees' monthly deduction to the respective agencies	NFR Bello and Accounting Staffs	Daily operation	Accomplished				Maintained strong relationship with COA, DBM, GSIS, BIR, PHILHEALTH, PAG-IBIG, LBP, PCC, VSUCC, DOST-PCAARRD, DA-BAR, CHED R8

UMFO6: Acctg MFO2 Disbursement / Processing Services	PI 1: Percentage of financial documents (vouchers, payrolls, POs & PRs) received, processed, and allowed in accordance with COA rules and regulations within 3 days after receipt under 4 Fund Clusters.	NFR Bello, IF Godoy, LL Tabrosa, M L. Caballero, VY Vergis, MA Baslan, MB. Sabando, RM Fernandez, JE Posas, JMC Ebero, JC Mejia, ME Catibo, , JGA Bulacan, LM Malpas, WV. Napiere	Daily operation	Accomplished	All disbursement vouchers were received, audited and submitted to concerned offices/personnels
	PI 2: Percentage of financial documents (vouchers, BIR forms, remittances to different agencies (GSIS, PHILHEALTH, PAG-IBIG, BIR, LBP and other agency) prepared, processed, approved and released within 3 days	NFR Bello, IF Godoy, MA Baslan, VY Vergis, J. Tinaja and RT Fernandez, M. Sabando, M. Caballero and ED Pasa	Monthly	Accomplished	All disbursement vouchers were received, audited and submitted to concerned offices/personnels
	PI 3: Percentage of projects controlled and monitored under Trust Fund	NFR Bello, JE Posas, JMC Ebero, JC Mejia, ME Catibo, JGA Bulacan, LM Malpas, WV. Napiere	Daily operation	Accomplished	193 projects controlled and monitored under Trust Fund
	PI 4: Percentage of financial documents earmarked, and obligated under Trust Fund error free	NFR Bello, JE Posas, JMC Ebero, JC Mejia, ME Catibo, JGA Bulacan, LM Malpas, WV. Napiere	Daily operation	Accomplished	863 financial documents earmarked, obligated and liquidated under Trust Fund error free
	PI 5: Percentage of certification and demand letters for unliquidated cash advance prepared	NFR Bello, LL Tabrosa, MABaslan, MB Sabando, ML Caballero, RM Fernandez, V. Vergis, I. Godoy	As the need arises	Accomplished	All certifications approved by the Head were submitted to the concerned personnel

UMFO6: Acctg MFO3 Bookkeeping Services	PI 1: Percentage of monthly, quarterly and year-end financial reports with supporting schedules prepared, consolidated, approved and submitted to COA and DBM within mandated time under 4 Fund Clusters: 01-Regular Agency Fund 05-Internally Generated Funds 06-Business Related Funds 07-Trust Receipts	NFR Bello, WV Napiere, JR Castil, NB Bustillo, CM Sta. Iglesia, SM Valencerina, D. Marco, JL Boleche, B. Elnas, P. Diaz	Monthly/ Quarterly/ Yearly	Accomplished	1,313 monthly, quarterly and year-end financial reports with supporting schedules prepared, consolidated, approved and submitted to COA and DBM within mandated time
	PI 2: Percentage of semi-annual and annual with supporting schedules prepared and submitted to funding agencies within mandated time (related to ongoing projects under Fund Cluster 07)	NFR Bello, JE Posas, JMC Ebero, JC Mejia, ME Catibo, JG Bulacan, WV Napiere and LM Malpas	Semi-Annual/ Annual	Accomplished	33 project financial reports with supporting schedules prepared and submitted within mandated time
	PI 3: Percentage of terminal financial reports with supporting schedules prepared and submitted to funding agencies (related to Completed Projects under Fund Cluster 07)	NFR Bello, JE Posas, JMC Ebero, JC Mejia, JG Bulacan, ME Catibo, WV Napiere and LM Malpas	As the need arises/ After completion of the project	Accomplished	21 terminal financial reports printed and handed down to the project leaders
UMFO6: Acctg MFO4 Student Assessment Services	PI 1: Number of students records generated, maintained and updated for Graduates, College and High School Students	NRBello, JG Tinaja, GM Escasinas, M. Sabando	Every Semester (6 months)	Accomplished	Assessment for Undergraduate and graduate students for SY 2023-2024 2nd Sem fully accomplished.
UMFO6: Acctg MFO5 Free Higher Education (FHE) and TES/TDP Services	PI 1: Number of Tuition and Other School Fees billing prepared and submitted to DBM/CHED.	NR Bello, GM. Escasinas, W. Napiere	Every Semester (6 months)	Accomplished	Billing for UniFAST Requirement has successfully submitted to CHED

	PI 2: Number of TES/TDP grants distributed to the beneficiaries.	NR Bello, GM. Escasinas, W. Napiere	Every Semester (6 months)	Accomplished	Release of Grant: 2nd Semester, 2022-2023 TES-347;TDP-276 Billing 1st Semester, 2023-2024 TES - 1 billing (264 students) TDP - 5-Billing (871 students) Validation 1st Semester, 2023-2024 TES - 6 Validation (1365 students) TDP 3 Validation (139 students)
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Prepared by:



NICK FREDDY R. BELLO
OIC Head, Accounting

PERFORMANCE MONITORING FORM

Name of Employee: **NICK FREDDY R. BELLO**

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	Maintained/prepared/revised ISO quality procedures	ISO compliant processes	Daily operation	Daily	Everyday	Very impressive	Outstanding	
2	Introduces innovation and best practices for the improvement of office's operation	Specific innovation and	Daily operation	Daily	Everyday	Very impressive	Outstanding	
3	Reviews and certifies financial documents (vouchers, payrolls, appointments, contracts, PR ITR and etc) and certifications on	Processed financial documents	Daily operation	within 3 days upon receipt of documents	1 to 3 days	Very impressive	Outstanding	
4	Prepares communications and other related office reports	Communication Letters	As the need arises	As the need arises	Within the day	Very impressive	Outstanding	
5	Reviews and signs certification and demand letters for unliquidated cash advance	Certification Letters	As the need arises	As the need arises	Within the day	Very impressive	Outstanding	
6	Reviews and certifies quarterly financial project reports with supporting schedules (new and ongoing projects)	Financial Reports	Quarterly/ Semi-Annual	After submission of the incharge for review	Within the day	Very impressive	Outstanding	
7	Reviews and certifies terminal financial project reports with supporting schedules (old projects)	Financial Reports	As the need arises/ After completion of projects	After submission of the incharge for review	Within the day	Very impressive	Outstanding	
8	Reviews and certifies monthly, quarterly, and year-end financial reports with supporting schedules	Financial Reports	Monthly/ Quarterly/ Annually	After submission of the incharge for review	Within the day	Very impressive	Outstanding	
9	Prepares monthly Report of Disbursement under 01 Regular Funds FAR 4	Financial Reports	Monthly	Within 10 days of the succeeding month	10th day of the succeeding month	Very impressive	Outstanding	

10	Prepared quarterly Report of income/receipts FAR 5 for Fund 164, 161 and 101 Trust	Financial Reports	Quarterly	Within 30 days of the succeeding quarter	30th day of the succeeding quarter	Very impressive	Outstanding	
11	Prepares draft for monthly SPMR for Regular Agency Fund	Financial Reports	Monthly	Within 10 days of the succeeding month	10th day of the succeeding month	Very impressive	Outstanding	
12	Prepares quarterly Statements of Cash Flow for all funds and one consolidated cash flow	Financial Reports	Quarterly	Within 30 days of the succeeding quarter	30th day of the succeeding quarter	Very impressive	Outstanding	
13	Certifies statement of accounts, clearance, and other documents related to student accounts	Statement of Accounts/	As the need arises	As the need arises	Within the day	Very impressive	Outstanding	
14	Facilitate the preparation of TOSF billing to DBM/CHED	FHE Billing	Every semester	After submission of the incharge for review	Within the day after the incharge is done with the preparation/processing	Very impressive	Outstanding	
15	Facilitates the processing of TES/TDP grants to be given to the beneficiaries	TES/TDP Billing and payroll	Every semester	After submission of the incharge for review	Within the day after the incharge is done with the preparation/processing	Very impressive	Outstanding	
16	Plans activities and supervises office staff	Supervised staff	Daily operation	Daily	Everyday	Very impressive	Outstanding	
17	Represents the office in meetings and entertains university concerns pertaining to	Meetings attended	As the need arises	As the need arises	Within the day	Very impressive	Outstanding	

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

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

Prepared by:



LOUELLA C. AMPAC

Director, Financial Management Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **NICK FREDDY R. BELLO**

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 1, 2024

Target Date: November 2024

First Step:

Attend training related to public financial and administration management.

Result:

Promote and developed new innovation system for the improvement of accounting office.

Date: _____ Target Date: _____

Next Step:

Recommend for Promotion


Outcome: _____

Final Step/Recommendation:

Prepared by:


LOUELLA C. AMPAC
Immediate Supervisor

Conforme:


NICK FREDDY R. BELLO
Name of Ratee Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2024

Name of Staff: **BELLO, NICK FREDDY R. BELLO**

Position: **Accountant 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	5	4	3	2	1



ACCOUNTING OFFICE

Visayas State University, VPGG+Q70, Baybay City, Leyte

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attainment of the functions of the university					
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	60				
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	25				
Average Score	5				
Overall recommendation: deserve a promotion					


LOUELLA C. AMPAC
 Director, Financial Management