



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	4.91	70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.92

TOTAL NUMERICAL RATING: 4.92


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: _____


FINAL NUMERICAL RATING 4.92

ADJECTIVAL RATING: **Outstanding**

Prepared by:


WILMA V. NAPIERE
Adm. Officer II

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, **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 July 1 to December 31, 2023.

Prepared by:

Intrapine

WILMA V. NAPIERE

Ratee

Date: January 24, 2024

Approved by:

Approved by: 

NICK FREDDY R. BELLO

Head of Unit

Date: January 24, 2024

Rating

Equivalents:

5 - Outstanding

4 - Very

Satisfactory

3 - Satisfactory

2 - Fair

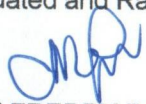
NO.	Success Indicators	Task Assigned	January-Dec.	Percentage of	Details of	Rating				Remarks
			2023	Accomplishments	Accomplishment	Q ¹	E ²	T ³	A ⁴	
			Target		July-Dec.					
UMFO5: SUPPORT TO OPERATIONS										
Acctg MFO1: ISO 9001:2015 aligned documents										
	PI1.Number of quality procedures maintained/prepared/revised	Maintain Procedure Manual	100.00%	100%	100%	5	5	5	5	Processing of Financial Management
Acctg MFO2: Innovation & best practices services										
	PI2. Number of innovation for improved university operations	Assist in the innovation for improved university operation	100.00%	100%	100%	5	5	5	5	continual use of BAOM system
	PI3. Number of best practices achieved	Assist and apply the best practices	100.00%	100%	100%	5	5	5	5	Timely submission of financial report
UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES										
Acctg MFO1: Administration Support Services & Management										

	No. of external linkages for improved financial management developed/ maintained	Facilitate external linkages for the improvement of financial management	2 External Linkages	100%	2 External Linkages	5	5	5	5	COA,DBM
	Customer Friendly Service	Served clients with courtesy; immediate response to client needs and inquiries	100% no complaint	100%	100% no complaint	5	5	5	5	clients were served well
ACCTG. MFO 3 Bookkeeping Services										
	No. of transactions encoded/recorded error free	01-RAF-Encodes & records entries to BAOM	6500	100%	4921	5	5	5	5	4,921 transactions were encoded
	No. of transactions posted error free	Posts transactions to SL and GL for 01-RAF	2,500	100%	1,535	5	5	5	5	1,535 transactions were encoded
	No. of entries consolidated error free	Consolidates CkDJ of the main campus under 01-RAF	340	100%	668	5	5	5	5	668 consolidated CkDJ
	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 01-RAF	350	100%	736	5	5	5	5	736 financial statement consolidated
	No. of journals prepared within the mandated time	Prepares journals for Regular Agency Fund	3400	100%	1750	5	5	5	5	1750 journals prepared
	No. of journals prepared within the mandated time	Prepares General journals and JEV for 01-RAF	480	100%	481	5	5	4	4.67	481 journals prepared
	No. of accounts maintained and posted	Maintains and post to subsidiary ledgers for cash advances and cash in bank accounts	60	100%	273	5	5	5	5	273 acounts maintained and posted

	No. of entries for liquidation of cash advances	Prepares liquidation summary report for 01-RAF	240	100%	191	5	5	5	5	191 entries for liquidation of cash advance
	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 & Due to Officers, Other Receivables	30	100%	16	5	5	5	5	16 schedules prepared with in the mandated time
	No. of Trial Balance prepared within the mandated time	Prepares Trial Balance under 01-RAF	12	100%	6	5	5	5	5	6 trial balance prepared within mandated time
	No. of Bank Reconciliation prepared	Prepares bank reconciliation for MDS accounts(current only)	12	100%	6	5	5	5	5	6 bank recon prepared
	No. of schedules prepared within the mandated time	Prepares schedule of A/R, Other Payables, Cash advances, Due fr. NGAs and Accounts Payable under RAF	20	100%	10	5	5	5	5	10 schedules prepared
	No. of Consolidated Financial Statements prepared quarterly & year end	Prepares Quarterly/ Year End consolidated Financial Statements for all funds	10	100%	6	5	4	4	4.33	6 financial statement consolidated
	No. of Consolidated Financial Reports prepared quarterly & year end	Prepares Quarterly/ Year End consolidated Trial Balance for all funds	4	100%	2	5	4	4	4.33	2 consolidated financial reports
	Total Over-all Rating:					95	93	92	93.33	

Average Rating (Total Over-all rating divided by # of entries)	4.91
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.91
ADJECTIVAL RATING	Outstanding

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, Financial Management Office

Date: January 25, 2024

3 - timeliness

4 - average

Comments & Recommendations for Development Purpose: Attend Training on Accounting related activities

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: WILMA V. NAPIERE

 Position: Adm. Officer 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, Accounting Office

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 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:



WILMA V. NAPIERE

Name of Ratee Faculty/Staff