



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **NILDA D. GACUTAN**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.92	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: 4.92

FINAL NUMERICAL RATING **4.92**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


NILDA D. GACUTAN
Administrative Assistant II

Reviewed by:


ERLINDA S. ESGUERRA
Head, Accounting Office

Recommending Approval:


LOUELLA C. AMPAC
Director, Financial Management Office

Approved:


REMBERTO A. PATINDOL
Vice President, Administration and Finance Office

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Nilda D. Gacutan**, 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, 2020**.

NILDA D. GACUTAN

Ratee

ERLINDA S. ESGUERRA

Head of Unit


NO.	MFO & PAPs	Success Indicators	Task Assigned	July-Dec 2020 Target	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	COA & DBM	2 External Linkages	100%	2 External Linkages	5	5	5	5.00	
		Customer Friendly Service	Served clients with courtesy; immediate response to client needs and inquiries	100% no complaint	100%	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	05-Internally Generated fund-Encodes & records entries to BAOM	2,200 entries encoded & recorded	127%	2,800 entries encoded & recorded	5	5	5	5.00	
ACCTG. MFO 3	Bookkeeping Services	No. of transactions posted error free	Posts transactions to SL and GL for Internally Generated Fund	1,300	128%	1,672	5	5	5	5.00	
		No. of entries consolidated error free	Consolidates CkDJ of the main campus under Internally Generated Fund	400	112%	450	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 Internally Generated Fund	250	120%	300	5	5	4	4.67	
		No. of journals prepared within the mandated time	Prepares General journals and JEV for Internally Generated Fund	150	100%	150	5	5	5	5.00	
		No. of accounts maintained and posted	Maintains and post to subsidiary ledgers for cash advances and cash in bank accounts for Internally Generated Fund	22	100%	22	5	5	5	5.00	
		No. of entries for liquidation of cash advances	Prepares liquidation summary report for Internally Generated Fund	95	100%	95	500%	5	5	5.00	
		No. of Trial Balance prepared within the mandated time	Prepares Trial Balance under Internally Generated Fund	6	100%	6	5	5	5	5.00	

NO.	MFO & PAPs	Success Indicators	Task Assigned	July-Dec 2020 Target	Percentage of completion	Details of completion	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
		No. of schedules prepared within the mandated time	Prepares schedule of A/R, Other Receivables, Cash Advances, Due from Officers and Employees, Due to Officers and Employees and Accounts Payable under Internally Generated Fund	20	180%	36	5	5	5	5.00	
		No. of reports prepared within the mandated time	Prepares bank reconciliation statements for fund 164 plain and Cebu, 101T Plain and Cebu, AREC, VSU Hospital, Philhealth-PF, Senior High and Fund 161 (9 bank accounts)	54	100%	54	5	5	5	5.00	
		No. of financial statements prepared within the mandated time	Prepares financial statements for submission to COA, DBM, GAS for Internally Generated Fund	10	100%	10	5	5	5	5.00	
		No. of reports prepared within the mandated time	Prepares Summary of Quarterly disbursements for Internally Generated Funds	2	200%	4	5	5	5	5.00	
ACCTG. MFO 4	Innovation & Best Practices Services or Continual Improvement and Management Services	No. of operation manuals prepared, developed and approved	Assists in preparing operation manuals	1	50%	0.5	4	4	4	4.00	on process
		No. of innovations for improved university operations	Assists in innovations for the improvement of university operations	1	100%	1	5	5	5	5.00	use of ip messenger in informing departments for the returned documents with deficiencies
		No. of best practices achieved	Assists in the best practices achieved	1	100%	1	5	5	5	5.00	
	Total Over-all Rating						84	84	83	83.67	


Average Rating (Total Over-all rating divided by # of		4.92
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.92
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:
To attend training for updates on Acctg. System


Evaluated and Rated by:


ERLINDA S. ESGUERRA
 Head Accounting Office
 Date: _____

Recommending Approval:


LOUELLA C. AMPAC
 Director for Financial Management
 Date: _____

Approved:


REMBERTO A. PATINDOL
 Vice Pres. For Admin and Finance
 Date: _____

1 - quality

2 - efficiency

3 - timeliness

4 - average

PERFORMANCE MONITORING FORM

Name of Employee: NILDA D. GACUTAN


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	05-Internally Generated Fund-Encodes & records records entries to BAOM	Encoded & recorded entries to BAOM for Internally Generated Fund.	Daily encoding	the day the documents are received	right after documents are received	Very impressive	Outstanding	
2	Posts transactions to Subsidiary Ledgers and General Ledgers for Internally Generated Funds	Posted transactions to General and Subsidiary Ledgers for Internally Generated Funds.	Monthly	4 working days after completion of reports	2 working days after completion of reports	Impressive	Very Satisfactory	
3	Consolidates CKDJ of the main Campus under Internally Generated Fund	Consolidated CKDJ for Internally Generated Fund	Monthly	2 working days after check disbursement journals mand JEV are prepare	1 working day after check disbursement journals mand JEV are prepare	Very impressive	Outstanding	
4	Consolidates all transactions of the branch campuses such as CRJ, CDJ, CKDJ and post to General and Subsidiary ledgers for Internally Generated Fund.	Consolidated all transactions of the branch campuses such as CRJ, CDJ, CKDJ and post to General And Subsidiary ledger for Internally Generated Fund	Monthly	the day the reports are received	right after the reports are received	Very impressive	Outstanding	
5	Prepares General Journals and JEV for Internally Generated Funds	Prepared General Journals and journal entry voucher for Internally Generated Fund	Monthly	2 days after sorting all the supporting documents	1 day after sorting all the supporting documents	Impressive	Very Satisfactory	
6	Maintains and post to subsidiary ledgers for cash advances and cash in bank accounts for Internally Generated Fund	Maintained and post to subsidiary ledgers for cash advances and cash in bank accounts for Internally Generated Fund	Monthly	4 working days after completion of reports	2 working days after completion of reports	Impressive	Very Satisfactory	
7	Prepares liquidation summary report for Internally Generated Fund	Prepared liquidation of summary report for Internally Generated Fund	Monthly	4 working days after completion of reports	2 working days after completion of reports	Impressive	Very Satisfactory	

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
8	Prepares Trial Balance for Internally Generated Funds	Prepared Trial Balance for Internally Generated Funds	Monthly	10 days after consolidating posting & preparing all the necessary transactions.	5 days after consolidating posting & preparing all the necessary transactions.	Very impressive	Outstanding	
9	Prepares schedule of A/R, Other Receivables, cash advances, Due from Officers and Employees, Due to Officers and Employee and Accounts Payables for Internally Generated Fund.	Prepared schedule of A/R, Other Receivables, cash advances, Due from Officers and Employees, Due to Officers and Employees and Accounts Payables for Internally Generated Fund.	Quarterly	6 days after posting subsidiary ledger	4 days after posting subsidiary ledger	Very impressive	Outstanding	
10	Prepares Bank Reconciliation statements for Fund 164 plain and Cebu, 101 Trust Plain and Cebu, AREC, VSU Hospital, Philhealth-PF, Senior High and Fund 161 (9 bank accounts).	Prepared Bank Reconciliation statements for Fund 164 plain and cebu, 101 T-plain and cebu, AREC, VSU Hospital, Philhealth-PF, Senior High and Fund 161 (9 accounts).	Monthly	10 days after consolidating posting & preparing all the necessary transactions.	5 days after consolidating posting & preparing all the necessary transactions.	Very impressive	Outstanding	
11	Prepares financial statements for submission to COA, DBM, GAS for Internally Generated Fund.	Prepared financial statements for submission to COA, DBM, GAS for Internally Generated fund.	Quarterly	3 days after posting General ledger	2 days after posting General ledger	Very impressive	Outstanding	
12	Prepares Summary of Quarterly disbursements for Internally Generated Fund.	Prepared Summary of Quarterly disbursements for Internally Generated Fund.	Quarterly	3 days after posting General ledger	2 days after posting General ledger	Very impressive	Outstanding	

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

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

Prepared by:


ERLINDA S. ESGUERRA
 Head, Accounting Office



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July 1 – December 31, 2020**

Name of Staff: **NILDA D. GACUTAN**

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						
Average Score		4.92				

Overall recommendation : _____



ERLINDA S. ESGUERRA
 Head, Accounting Office

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **NILDA D. GACUTAN**

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: July 1 Target Date: December 31, 2020

First Step:

Training on financial management

Result: Improved Performance

Date: _____ Target Date: _____


Next Step:

Recommend for Promotion


Outcome: _____

Final Step/Recommendation:

Prepared by:


ERLINDA S. ESGUERRA
Unit Head

Conforme:


NILDA D. GACUTAN
Name of Ratee Faculty/Staff