

COMPUTATION OF FINAL INDIVIDUAL RATINGFOR  
ADMINISTRATIVE STAFF

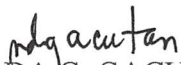
Name of Administrative Staff: NILDA D. GACUTAN

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
5. Numerical Rating per IPCR	4.93	4.93 x 70%	3.45
6. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	4.83 x 30%	1.45
TOTAL NUMERICAL RATING			4.90


TOTAL NUMERICAL RATING: 4.90  
Add: Additional Approved Points, if any: 0.00  
TOTAL NUMERICAL RATING: 4.90

ADJECTIVAL RATING: OUTSTANDING


Prepared by:

  
NILDA G. GACUTAN  
Administrative Assistant II


Reviewed by:

  
ERLINDA S. ESGUERRA  
Head, Accounting Office

Recommending Approval:

  
LOUELLA C. AMPAC  
Director for Finance

Approved:

  
REMBERTO A. PATINDOL  
Vice Pres. for Admin and Finance

### 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 targets in accordance with the indicated measures for the period July 1 to December 31, 2018

*Nilda D. Gacutan*  
NILDA D. GACUTAN  
Ratee

*E. S. Esguerra*  
ERLINDA S. ESGUERRA  
Head of Unit

NO.	MFO & PAPs	Success Indicators	Task Assigned	July-Dec.2018 Target	Percentage of Accomplishments	Details of Accomplishment	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
ACCTG. MFO 1	Administrative & Support Services & Management	No. of external linkages for improved financial management developed/maintained	COA & DBM	2 External Linkages	100%	2 External Linkages	5	5	5	5	
ACCTG. MFO 2	Disbursement/Processing Services	No. of transactions encoded/recorded error free	05-Internally Generated fund-Encodes & records entries to BAOM	5,800 entries encoded & recorded	103%	6,000 entries encoded & recorded	5	5	5	5	
ACCTG. MFO 3	Bookkeeping Services	No. of transactions posted error free	Posts transactions to SL and GL for Internally Generated Fund	3,800	109%	4,150	5	5	5	5	
		No. of entries consolidated error free	Consolidates CkDJ of the main campus under Internally Generated Fund	2,500	112%	2,800	5	5	5	5	
		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%	301	5	5	5	5	
		No. of journals prepared within the mandated time	Prepares journals and JEV for Internally Generated Fund	150	143%	214	5	5	5	5	
		No. of accounts maintained and posted	Maintains and post to subsidiary ledgers for cash advances and cash in bank accounts for Internally Generated Fund	140	100%	140	5	5	5	5	
		No. of entries for liquidation of cash advances	Prepares liquidation summary report for Internally Generated Fund	95	100%	95	5	5	5	5	
		No. of Trial Balance prepared within the mandated time	Prepares Trial Balance under Internally Generated Fund	6	100%	6	5	5	5	5	
		No. of schedules of A/R prepared within the mandated time	Prepares schedule of A/R, Other Payables, Cash Advances and Accounts Payable under Internally generated Fund	10	100%	10	5	5	5	5	
		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, Senior High and Fund 161 (8 bank accounts)	48	100%	48	5	5	5	5	

NO.	MFO & PAPs	Success Indicators	Task Assigned	July-Dec.2018 Target	Percentage of Accomplishments	Details of Accomplishment	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
		No. of financial reports prepared within the mandated time	Prepares financial reports for submission to COA, DBM,GAS for Internally Generated Fund	48	100%	48	5	5	5	5	
ACCTG. MFO 4	Innovation & Best Practices Services or Continual Improvement and Management Services	No. of operations manuals prepared, developed and approved		1	50%	50	4	4	4	4	on process
		No. of innovations for improved university operations		1	100%	1	5	5	5	5	maintains soft copy of journals and other documents for future use
		No. of best practices achieved		1	100%	1	5	5	5	5	immediate action on the request
		<b>Total Over-all Rating</b>					<b>74</b>	<b>74</b>	<b>74</b>	<b>74</b>	

Average Rating (Total Over-all rating divided by # of entries)				4.93
Additional Points:				
Punctuality				
Approved Additional points (with copy of approval)				
FINAL RATING				4.93
ADJECTIVAL RATING				OUTSTANDING

Comments & Recommendations for Development Purpose: To attend training for updates on acctg. System
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Evaluated and Rated by:

Recommending Approval:

Approved:

  
ERLINDA S. ESGUERRA  
Head Accounting Office

  
LOUELLA C. AMPAC  
Director for Finance

  
REMBERTO A. PATINDOL  
Vice Pres. For Admin and Finance

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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

## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jul.1-Dec. 31, 2018

Name of Staff: Nilda G.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						
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

### 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	Encodes & records vouchers, payrolls and JEV Internally Generated Fund.	Encoded & recorded vouchers, payrolls and JEV for Internally Generated Fund	Daily encoding	the day the documents are received	right after documents are received	Very impressive	Outstanding	
2	Posts transactions to General and Subsidiary 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	Prepares check disbursement journals and JEV for fund 164	Prepared check disbursement journals and JEV for Fund 164	Monthly	the day the documents are received	right after documents are received	Very impressive	Outstanding	
4	Consolidates CKDJ for Internally Generated Funds	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	
5	Prepares General Journals and journal Entry Voucher 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	Consolidates CKDJ for fund 164 and 4 branch campuses	Consolidated CKDJ for Fund 164 and 4 branch campuses	Monthly	the day the reports are received	right after the reports are received	Very impressive	Outstanding	
7	Prepares bank reconciliation statements for fund 164 plain and Cebu, 101T Plain and Cebu, AREC, VSU Hospital, Senior High and Fund 161 ( 8 bank accounts)	Prepared bank reconciliation statements for fund 164 plain and Cebu, 101T Plain and Cebu, AREC, VSU Hospital, Senior High and Fund 161 ( 8 bank accounts)	Monthly	5 days after receipt of bank statements	3 days after receipt of bank statements	Very impressive	Outstanding	

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 aging schedules of cash advance for operating expenses, cash advance for special disbursing officers, advances to officers and employees, petty cash, and schedule of A/R, Other Receivables, Schedule of Due from Officers & Employees & Schedule of Receivables-Disallowance Charges	Prepared aging schedules of cash advance for operating expenses, cash advance for special disbursing officers, advances to officers and employees, petty cash, and schedule of A/R, Other Receivables, Schedule of Due from Officers & Employees & Schedule of Receivables-Disallowance Charges	Quarterly	6 days after posting subsidiary ledger	4 days after posting subsidiary ledger	Very impressive	Outstanding	
9	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	
10	Prepares quarterly financial reports such as Financial Position, Financial Performance, and changes in Gov't Equity under fund 164	Prepared quarterly financial reports such as Financial Position, Financial Performance, and changes in Gov't Equity under fund 164	Quarterly	3 days after posting General ledger	2 days after posting General ledger	Very impressive	Outstanding	
11	Acts as OIC in the absence of office head & bookkeeper	Acted as OIC in the absence of office head & bookkeeper	As the need arises			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



EMPLOYEE DEVELOPMENT PLAN

Name of Employee: NILDA D. GACUTAN  
Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 1 Target Date: October 2018

First Step:  
Attend PAGBA Convention

Result: Improved Performance

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_


Next Step:  
Recommend for Promotion

Outcome: \_\_\_\_\_

Final Step/Recommendation:

Prepared by:

  
ERLINDA S. ESGUERRA  
Unit Head

Conformed:  
  
NILDA D. GACUTAN  
(Ratee)