



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **CHIZKA MAE M. ESTALLO**

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	4.83	30%	1.45
<b>TOTAL NUMERICAL RATING</b>			<b>4.89</b>

TOTAL NUMERICAL RATING:

4.89

Add: Additional Approved Points, if any:

4.89

TOTAL NUMERICAL RATING:

4.89

FINAL NUMERICAL RATING

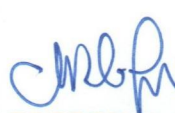
ADJECTIVAL RATING:

**Outstanding**

Prepared by:

  
**CHIZKA MAE M. ESTALLO**  
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 COMMITMENT & REVIEW FORM (IPCR)

I, **CHIZKA MAE M. ESTALLO**, 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 **January 1 to June 30, 2023**.

CHIZKA MAE M. ESTALLO

Ratee

Date:

Approved:

NICK FREDRY R. BELLO

Head of Unit

Date:

## Rating Equivalents:

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

MFO & PAPs	Success Indicators	Tasks Assigned	Target (Jan-Dec. 2023)	Percentage (%) of Accomplishment as of June 30, 2023	Actual Accomplishment	Rating				Remarks
						Q¹	E²	T³	A⁴	
UMFO5: SUPPORT TO OPERATIONS										
OVPAF MFO2: Financial Services and Management										
ODF MFO2: Accounting Services										
Acctg MFO1: ISO 9001:2015 aligned documents										
	PI1. Number of quality procedures prepared/revised	Assists in preparing/revising quality procedures	1	100%	1	5	5	5	5.00	Accomplished 100% of new procedure manual
	No. of internal and external documents posted/monitored	Posts/monitors internal and external documents	320	62%	199	5	5	5	5.00	199 posted/ monitored internal and external documents
Acctg MFO2: Innovation & best practices services										
	PI2. Number of innovation for improved university operations	Assists in the scanning and uploading the files	1	100%	1	5	5	5	5.00	continuous usageof google drive backup files
	PI3. Number of best practices achieved	Prepares and submits financial documents	1	100%	1	5	5	5	5.00	timely submission of financial documents
UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES										
OVPAF MFO2: Financial Services and Management										
ODF MFO2: Accounting Services										
Acctg MFO1: Administration Support Services & Management										
	PI1. Customer Friendly Service	Serves client with courtesy; immediate response to client needs and inquiries	100% no complaint	100% no complaint	100% no complaint	5	5	5	5.00	100% no complaint; Served clients with courtesy; immediate response to client needs and inquiries
	PI2. Number of external linkages for improved financial management developed/ maintained	Facilitates external linkages for the improvement of financial transactions	6	100%	6	5	5	5	5.00	6 external linkages (PCC, GSIS, BIR, PHILHEALTH, PAG-IBIG & VSUCC)
	Number of office communications/documents drafted	Drafts office communications/ documents	25	52%	13	5	5	5	5.00	13 communication/ certifications drafted
	Number of OPCR target and accomplishment assisted, reproduced and submitted	Approved OPCR	3	67%	2	5	5	5	5.00	OPCR January-December 2023 target and OPCR January-June accomplishment 2023
	Number of IPCR target and accomplishment assisted, reproduced and submitted	Approved IPCR	33	67%	22	5	5	4	4.67	IPCR January-December 2023 target and IPCR January-June accomplishment 2023 with attachments
Acctg MFO2: Disbursement / Processing Services										
	No. of summary from payroll encoded error free	Encodes summary from payroll error free	520	60%	312	4	5	5	4.67	Regular, PCC, Casual payroll



	No. of entries encoded error free	Encodes individual remittances of premiums and loan repayments to agency's database (GSIS, Philhealth, HDMF, BIR, LBP and others)	38,800	81%	31,236	5	4	5	4.67	31, 286 individual remittances of premiums and loan repayments remitted to concered agency
	No. of Tax Remittance Advice (TRA) prepared/consolidated within mandated time	Prepares/Consolidates Tax Remittance Advice (TRA) within mandated time	12	50%	6	5	5	5	5.00	1 TRA for 5 campuses per month (VSU Main, Alang-alang, Isabel, Tolosa and Villaba
	No. of fund type monitored for BIR remittances	Monitors fund type for BIR remittances	7	57%	4	5	5	4	4.67	(101 GF, 101T, 164 STF, 161 IGP, PCC, VSU PhilHealth Prof. fees, VSU Philhealth)
	No. of remittance list per fund prepared within mandated time	Prepares monthly consolidated remittance list to various agencies as supporting documents	370	56%	206	5	5	5	5.00	206 monthly consolidated remittance list
	No. of vouchers for remittances prepared error free (journalizing accounting entry included)	Prepares disbursement vouchers for remittances to different agencies	370	56%	206	5	5	5	5.00	206 disbursement vouchers prepared for different agencies
	No. of Obligation Request and Status (ORS) or Budget Utilization Request & Status (BURS) prepared error free	Prepares Obligation Request and Status (ORS) or Budget Utilization Request and Status (BURS)	190	63%	119	5	5	5	5.00	119 Obligation Request and Status (ORS) or Budget Utilization Request and Status (BURS)
	No. of BIR quarterly report prepared	Prepares BIR quarterly report	12	50%	6	5	5	5	5.00	
	No. of individual income tax return and alphalist prepared within mandated time	Prepares Annual Information Return of Income Tax withheld on Compensation and Final Withholding Tax(2307 & 2316)	1200	64%	766	5	4	5	4.67	
	No. of BIR documents submitted within mandated time	Submits Monthly BIR Remittances (eFPS) and Annual Information Return of Income Tax withheld on Compensation and Final Withholding Tax (BIR Form No. 2307 & BIR Form No. 2316)	80	53%	42	5	5	5	5.00	
	No. of vouchers, RIS and PR's prepared	Prepares vouchers, RIS and PR's with supporting documents needed for the office as petty cashier	2	50%	1	5	5	5	5.00	
					<b>Total points:</b>	<b>99.00</b>	<b>98.00</b>	<b>98.00</b>	<b>98.33</b>	<b>Comments &amp; Recommendations for Development Purpose:</b> To attend trainings relevant to functions.
<b>Total Over-all Rating</b>						<b>98.33</b>				
<b>Average Rating</b>						<b>4.92</b>				
Additional points:										
Approved additional points (with copy of approval) :										
<b>Final Rating</b>						<b>4.92</b>				
<b>Adjectival Rating</b>						<b>Outstanding</b>				
1 - quality    2 - efficiency    3 - timeliness    4 - average										

Evaluated and Rated by:

**NICK FREDDY R. BELLO**  
 OIC-Head, Accounting Office  
 Date: \_\_\_\_\_

Recommending Approval:

**LOUELLA C. AMPAC**  
 Director, Financial Management Office  
 Date: \_\_\_\_\_

Approved:

**DANIEL LESLIE S. TAN**  
 VP for Administration and Finance  
 Date: \_\_\_\_\_





### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January -June 30, 2023

Name of Staff: Chizka Mae M. Estallo

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		5				



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		4.83				

Overall recommendation : \_\_\_\_\_



**NICK FREDDY R. BELLO**  
OIC-Head, Accounting Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **CHIZKA MAE M. ESTALLO**

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 1 Target Date: June 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**  
Immediate Supervisor

Conforme:



**CHIZKA MAE M. ESTALLO**  
Name of Ratee Faculty/Staff