



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

**Annex P**

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.89	70%	3.423
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
<b>TOTAL NUMERICAL RATING</b>			<b>4.899</b>

TOTAL NUMERICAL RATING: 4.899

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.899

FINAL NUMERICAL RATING 4.899

ADJECTIVAL RATING: OUTSTANDING


Prepared by:

  
**NICK FREDDY R. BELLO**  
Accountant 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, **NICK FREDDY R. BELLO** 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 **April 5 to June 30, 2021**.

  
**NICK FREDDY R. BELLO**  
 Ratee


Approved:

  
**ERLINDA S. ESGUERRA**  
 Head of Unit


MFO & PAPs	Success Indicators	Tasks Assigned	2021 Target Apr-June	Percentage of Accomplishment	Actual Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Administrative and Support Services and Management	Customer Friendly Service	Serves clients with courtesy; immediate response to client needs and inquiries	100% no complaint; served clients with courtesy; immediate response to client needs and inquiries	100%	Zero complaint	5.00	5.00	5.00	5.00	
	Number of external linkages for improved financial management developed/maintained	External linkages with COA, DBM, GSIS, Philhealth, HDMF, BIR, LBP	7	100%	7	5.00	5.00	5.00	5.00	
Disbursement/ Processing Services	No. of financial documents reviewed and certified (vouchers, payrolls, PO, and PRs) within 3 days after receipt	Assists in reviewing financial documents (vouchers, payrolls, appointments, contracts, PR, ITR and etc.) and certifications on availability of funds.	6,000	100%	6,000	5.00	5.00	5.00	5.00	
	No. of liquidation of cash advances and supporting documents of disbursements reviewed within 3 days after receipt	Reviews liquidation of cash advances and supporting documents of disbursements and certifications on availability of funds.	1,200	100%	1,200	5.00	5.00	5.00	5.00	
Bookkeeping Services	No. of reports prepared within the mandated time	Reviews monthly bank reconciliation reports of various funds.	24	100%	24	5.00	5.00	4.00	4.67	
	No. of reports prepared within the mandated time	Reviews the Journal Entry Vouchers and its supporting schedules.	100	100% (March to May 2021 JEVs)	100	5.00	5.00	4.00	4.67	
	No. of monthly, quarterly, and year-end financial reports with supporting schedules prepared within the mandated time	Assists in preparing monthly, quarterly, and year-end financial reports with supporting schedules	100	100%	100	5.00	5.00	5.00	5.00	
	No. of reports prepared within the mandated time	Assists in preparing monthly Report of Disbursement of various funds.	2	100% (April to May 2021 reports)	2	5.00	4.00	5.00	4.67	

MFO & PAPs	Success Indicators	Tasks Assigned	2021 Target Apr-June	Percentage of Accomplish ment	Actual Accompli shment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Other Functions										
	No. of vouchers, payrolls, POs and appointments signed in the absence of the Accountant.	Vouchers, payrolls, POs and appointments signed. Acts as the Officer-in-Charge (OIC) in the absence of the Head of the Accounting Office.	100	115%	115	5.00	5.00	5.00	5.00	
	Peer Coaching (as the need arises)	Entertains inquiries related to accounting of transactions and documentary requirements.								'Answered various accounting and tax related questions
Total Over-all Rating						45.00	44.00	43.00	44.00	
Average Rating (Total Over-all rating divided by # of entries					4.89					
Additional Points:							Comments & Recommendations for Development Purpose: To attend training for update on Acctg. System			
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING				4.89						
ADJECTIVAL RATING				Outstanding						


Evaluated and Rated by:

  
**ERLINDA S. ESGUERRA**  
 Head, Accounting Office  
 Date: 25 June 2021

Recommending Approval:

  
**LOUELLA C. AMPAC**  
 Director, Financial Management Office  
 Date: 23 June 2021

Approved:

  
**REMBERTO A. PATINDOL**  
 Vice Pres. for Admin. and Finance  
 Date: 24 June 2021

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

## 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	Assists in reviewing financial documents (vouchers, payrolls, appointments, contracts, PR, ITR and etc.) and certifications on availability of funds.	Reviewed and certified financial documents (vouchers, payrolls, PO, and PRs)	Daily	30 minutes after receipt	15 minutes after receipt	Very Impressive	Outstanding	
2	Reviews liquidation of cash advances and supporting documents of disbursements and certifications on availability of funds.	Reviewed liquidation of cash advances and supporting documents of disbursements	Daily	30 minutes after receipt	15 minutes after receipt	Very Impressive	Outstanding	
3	Reviews monthly bank reconciliation reports of various funds.	Reviewed reports within the mandated time	Monthly	1 hour after receipt	30 minutes after receipt	Impressive	Very Satisfactory	
4	Reviews the Journal Entry Vouchers and its supporting schedules.	Reviewed reports within the mandated time	Monthly	1 hour after receipt	30 minutes after receipt	Very Impressive	Outstanding	
5	Assists in preparing monthly, quarterly, and year-end financial reports with supporting schedules	Assisted in the preparation of monthly, quarterly, and year-end financial reports with supporting schedules within the mandated time	Every end of the month, quarter and annual	3 days preparations	1 day after	Impressive	Very Satisfactory	
6	Assists in preparing monthly Report of Disbursement of various funds.	Assisted in the preparation of monthly Disbursement Reports of various funds	Monthly	2 days preparation	within a day	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: **April 5 – June 30, 2021**

Name of Staff: **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 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				

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

B. Leadership & Management ( <i>For supervisors only to be rated by higher supervisor</i> )	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

## 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: April 5 Target Date: June 30, 2021

First Step:

Attend 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:

  
**NICK FREDDY R. BELLO**  
Name of Ratee Faculty/Staff