



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **BASLAN, MARIA FE A.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.60	70%	3.22
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
TOTAL NUMERICAL RATING			4.59

TOTAL NUMERICAL RATING: 4.59


Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____


FINAL NUMERICAL RATING 4.59

ADJECTIVAL RATING: Outstanding

Prepared by:


BASLAN, MARIA FE A.
Admin Aide IV

Reviewed by:


NICK FREDDY R. BELLO
OIC-Head, Accounting Office

Recommending Approval:


LOUELLA C. AMPAC
Director, Financial Management

Approved:


ELWIN JAY V. YU
Vice President, Administration and Finance



PERFORMANCE MONITORING FORM

Name of Employee: MARIA FE A. BASLAN

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplished	Actual Date Accomplished	Quality of Output*	Over-all Assessment of Output**	Remarks/Recommendation
1	Prepares certification for all types of loans and premiums of GSIS, Pag-ibig, Private banks and net pay of employees.	Certification prepared, signed & released	Daily as requested	2-hrs. upon receipt	1-hr upon receipt	Impressive	Very Satisfactory	much better if we will have a system or google excel in monitoring of remittances (posting the
2	Prepares vouchers for refund of students and prepared also	Vouchers prepared, signed and released	Daily as requested	15 mins upon receipt	10 minutes after receipt	Very Impressive	Outstanding	
3	Prepares voucher for refund of faculty and staff employees	Vouchers prepared, signed and released	Daily as needed	15 mins upon receipt	10 minutes after receipt	Very Impressive	Outstanding	
4	Prepares certification/ communication as to the last	Issued certification	Daily as requested	Two days processing time	Two days processing time	Impressive	Very Satisfactory	
5	Posts all salary/benefits of all part time instructors	Salary payroll posted, signed and released	every quincena upon received	5 mins per payroll	5 mins per payroll	Impressive	Very Satisfactory	Post in the Index using google excel for easy access in monitoring (someone can help/assist
6	Inspects supplies and materials purchases.	all items per receipt were inspected	Daily as requested	10 mins.	10 mins.	Very Impressive	Outstanding	
7	GSIS, Pag-ibig remittances (all official receipts/doc. for	remittance vouchers	once a month upon receipt	5 mins per voucher	5 mins per voucher	Very Impressive	Outstanding	
8	Posts accounting entry of all JO's & Part time instructors.	posted, signed and released	every quincena upon received	5 mins per payroll	5 mins	Very Impressive	Outstanding	

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

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

Prepared by:



NICK FREDDY R. BELLO
OIC Head, Accounting Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MARIA FE A. BASLAN**

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 1, 2024

Target Date: November 2024

First Step:

Attend Training related on PAGBA Seminar

Result:

Expand Knowledge on Government Budget and Administration

Date: _____ Target Date: _____


Next Step:

Recommend for Promotion

Outcome: _____

Final Step/Recommendation:

Prepared by:


NICK FREDDY R. BELLO
Immediate Supervisor

Conforme:


MARIA FE A. BASLAN
Name of Ratee Staff

I, Maria Fe A. Baslan, 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, 2024.

MARIA FE A. BASLAN

Date: July 25, 2024

NICK FREDDY R. BELLO

Date: July 25, 2024

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

MFO & PAP's	Success Indicators	Tasks Assigned	2024 Target Jan.-Dec	Details of Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO5: SUPPORT TO OPERATIONS									
Acctg MFO1: ISO 9001:2015 aligned documents									
	PI1. Number of quality procedures prepared/revised	Maintan and apply quality procedure	1	1	4	5	5	4.67	Comply the requirements of the processing of payrolls' PM
Acctg MFO2: Innovation & best practices services									
	PI2. Number of innovation for improved university operations	Continuous usage of google drive as backup storage.	1	1	4	4	4	4.00	upload files to google drive
	PI3. Number of best practices achieved	Update and keep records of loan requirements	1	1	4	4	4	4.00	Use colored printer to improve quality of the documents
UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES									
Acctg MFO1: Administration Support Services & Management									
	PI1. Customer Friendly Frontline Service	Served clients with courtesy; immediate response to client needs and inquiries	100% no complaint	100% no complaint	4	4	4	4.00	Served the clients well
	PI2. Number of external	Maintain relationship with	3	3	5	5	5	5.00	Comply the
	PI3. Percentage of NCs	Practice ISO Requirements	0	0	5	5	5	5	NO NC Received
	PI4. Percentage of CARs	Practice ISO Requirements	0	0	5	5	5	5	NO CAR Received
Acctg MFO2: Disbursement / Processing Services									

Acctg MFO2: Disbursement / Processing Services									
	Number of certification for all types of loans prepared.	Prepared certification for all types of loans and premiums of GSIS, Pag-ibig, Private banks and net pay of employees.	120 certification	140	5	5	5	5.00	All certifications were approved by the Head
	Number of voucher/	Prepared vouchers for refund of	125	40	5	5	5	5.00	All voucher for
	Number of vouchers for refund	Prepares voucher for refund of	40	50	5	5	5	5.00	All voucher for
	Number of certification/	Prepared certification/	25	30	5	4	4	4.33	All certifications
	Number of part time	Posted all salary/benefits of all	250	250	5	5	5	5.00	All vouchers were
	No. of purchases inspected after receipt	Inspects supplies and materials purchases.	900	650	5	5	5	5.00	All items were inspected as requested
	Number of document/OR	GSIS,Pag-ibig remittances (all	25	40	4	4	4	4.00	All OR's/
	Number of JO's/Part time	Posted accounting entry of all	3,500	3,800	4	4	4	4.00	All vouchers were
Total Over-all Rating				69.00	69.00	69.00	69.00	69.00	

Average Rating (Total Over-all rating divided by # of entries)		4.60
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.60
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose: Accepts additional tasks given to her. She will retire on March 2025 (mandatory).

Evaluated and Rated by:


NICK FREDDY R. BELLO

OIC,Head Accounting Office

Date: July 25,2024

Recommending Approval:


LOUELLA C. AMPAC

Director for Finance

Date: July 25,2024

Approved:


ELWIN JAY V. YU

Vice Pres. For Admin. & Finance

Date: July 25, 2024

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

PERFORMANCE MONITORING & COACHING JOURNAL
January - June 2024

/	1st	Q U A R T E R
/	2nd	
	3rd	
	4th	

Name of Office: Accounting Office

Head of Office: NICK FREDDY R. BELLO

Number of Personnel: 26

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		-Externally funded projects liquidation monitoring -facilitate FS report submission		-Consolidated monitoring form; liquidation reports -reports submitted	-January to June 2024 -Q1 and Q2 2024 reports
Coaching	-Clarification on accounting entries of various transactions -Clarification on tax treatment of various compensation/ income			-Journal entry vouchers, various journals -BIR Forms	

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:



NICK FREDDY R. BELLO
OIC-Head, Accounting Office

Noted by:



LOUELLA C. AMPAC
Director, Financial Management Office

TRACKING TOOL FOR MONITORING TARGETS

"Exhibit 4

Major Final Output/ Performance	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1st Week	2nd Week	3rd Week	4th Week	
UMFO5: Acctg MFO1 ISO 9001:2015 aligned documents	Revision of Citizen Charter	NFR Bello and J. Tinaja	February - September 2024	Accomplished				For approval by the Administrative Officer
	Compliance of Customer Feedback Report requirements	NFR Bello and Accounting Staff	Daily operation	Accomplished				Complied Customer Feedback Report for January-April 2024
UMFO5: Acctg MFO2 Innovation & best practices services	Maximized usage of google drive for the following: *Internal document control *Back-up storage *ISO Code tracking *Efficient collaboration of connected inter-office tasks	NFR Bello and Accounting Staff	Daily operation	Accomplished				Continue to use google drive for efficient and productive processing
	Issuance of relevant OP/OVPAF Memos for guidance of the concerned employees (e.g. Withholding Tax Updates, BIR Filings for Regular, Casual and JOs)	NFR Bello and Accounting Staff	1st week of January for BIR requirements	Accomplished				Issued and implemented OVPAF Memo# 04 and OVPAF Memo #03
UMFO6: Acctg MFO1 Administration Support Services & Managemen	Customer Friendly Frontline Service	NFR Bello and Accounting Staffs	Daily operation	Accomplished				Response to Customer Feedback Report for the month of Jan-Apr 2024
	Number of external linkages for improved financial management developed/maintained *Submit fully accomplished financial report to COA *Submit approved billing and liquidation report to UniFAST CHED-DBM *Submit Terminal financial reports to external funding agencies *Monitor remittances of employees' monthly deduction to the respective agencies	NFR Bello and Accounting Staffs	Daily operation	Accomplished				Maintained strong relationship with COA, DBM, GSIS, BIR, PHILHEALTH, PAG-IBIG, LBP, PCC, VSUCC, DOST-PCAARRD, DA-BAR, CHED R8

UMFO6: Acctg MFO2 Disbursement / Processing Services	PI 1: Percentage of financial documents (vouchers, payrolls, POs & PRs) received, processed, and allowed in accordance with COA rules and regulations within 3 days after receipt under 4 Fund Clusters.	NFR Bello, IF Godoy, LL Tabrosa, M L. Caballero, VY Vergis, MA Baslan, MB. Sabando, RM Fernandez, JE Posas, JMC Ebero, JC Mejia, ME Catibo, , JGA Bulacan, LM Malpas, WV. Napiere	Daily operation	Accomplished	All disbursement vouchers were received, audited and submitted to concerned offices/personnels
	PI 2: Percentage of financial documents (vouchers, BIR forms, remittances to different agencies (GSIS, PHILHEALTH, PAG-IBIG, BIR, LBP and other agency) prepared, processed, approved and released within 3 days	NFR Bello, IF Godoy, MA Baslan, VY Vergis, J. Tinaja and RT Fernandez, M. Sabando, M. Caballero and ED Pasa	Monthly	Accomplished	All disbursement vouchers were received, audited and submitted to concerned offices/personnels
	PI 3: Percentage of projects controlled and monitored under Trust Fund	NFR Bello, JE Posas, JMC Ebero, JC Mejia, ME Catibo, JGA Bulacan, LM Malpas, WV. Napiere	Daily operation	Accomplished	193 projects controlled and monitored under Trust Fund
	PI 4: Percentage of financial documents earmarked, and obligated under Trust Fund error free	NFR Bello, JE Posas, JMC Ebero, JC Mejia, ME Catibo, JGA Bulacan, LM Malpas, WV. Napiere	Daily operation	Accomplished	863 financial documents earmarked, obligated and liquidated under Trust Fund error free
	PI 5: Percentage of certification and demand letters for unliquidated cash advance prepared	NFR Bello, LL Tabrosa, MABaslan, MB Sabando, ML Caballero, RM Fernandez, V. Vergis, I. Godoy	As the need arises	Accomplished	All certifications approved by the Head were submitted to the concerned personnel

UMFO6: Acctg MFO3 Bookkeeping Services	PI 1: Percentage of monthly, quarterly and year-end financial reports with supporting schedules prepared, consolidated, approved and submitted to COA and DBM within mandated time under 4 Fund Clusters: 01-Regular Agency Fund 05-Internally Generated Funds 06-Business Related Funds 07-Trust Receipts	NFR Bello, WV Napiere, JR Castil, NB Bustillo, CM Sta. Iglesia, SM Valencerina, D. Marco, JL Boleche, B. Elnas, P. Diaz	Monthly/ Quarterly/ Yearly	Accomplished	1,313 monthly, quarterly and year-end financial reports with supporting schedules prepared, consolidated, approved and submitted to COA and DBM within mandated time
	PI 2: Percentage of semi-annual and annual with supporting schedules prepared and submitted to funding agencies within mandated time (related to ongoing projects under Fund Cluster 07)	NFR Bello, JE Posas, JMC Ebero, JC Mejia, ME Catibo, JG Bulacan, WV Napiere and LM Malpas	Semi-Annual/ Annual	Accomplished	33 project financial reports with supporting schedules prepared and submitted within mandated time
	PI 3: Percentage of terminal financial reports with supporting schedules prepared and submitted to funding agencies (related to Completed Projects under Fund Cluster 07)	NFR Bello, JE Posas, JMC Ebero, JC Mejia, JG Bulacan, ME Catibo, WV Napiere and LM Malpas	As the need arises/ After completion of the project	Accomplished	21 terminal financial reports printed and handed down to the project leaders
UMFO6: Acctg MFO4 Student Assessment Services	PI 1: Number of students records generated, maintained and updated for Graduates, College and High School Students	NRBello, JG Tinaja, GM Escasinas, M. Sabando	Every Semester (6 months)	Accomplished	Assessment for Undergraduate and graduate students for SY 2023-2024 2nd Sem fully accomplished.
UMFO6: Acctg MFO5 Free Higher Education (FHE) and TES/TDP Services	PI 1: Number of Tuition and Other School Fees billing prepared and submitted to DBM/CHED.	NR Bello, GM. Escasinas, W. Napiere	Every Semester (6 months)	Accomplished	Billing for UniFAST Requirement has successfully submitted to CHED

	PI 2: Number of TES/TDP grants distributed to the beneficiaries.	NR Bello, GM. Escasinas, W. Napiere	Every Semester (6 months)	Accomplished	Release of Grant: 2nd Semester, 2022-2023 TES-347;TDP-276 Billing 1st Semester, 2023-2024 TES - 1 billing (264 students) TDP - 5-Billing (871 students) Validation 1st Semester, 2023-2024 TES - 6 Validation (1365 students) TDP 3 Validation (139 students)
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Prepared by:

NICK FREDDY R. BELLO
OIC Head, Accounting



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2024

Name of Staff: **BASLAN, MARIA FE A.**

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	5	4	3	2	1



ACCOUNTING OFFICE


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attainment of the functions of the university					
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	55				
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	4.583				
Overall recommendation: Keep up the good work					


NICK FREDDY R. BELLO
 OIC-Head, Accounting Office