



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **NORIETA B. BUSTILLO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.73	70%	3.31
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.74

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____


FINAL NUMERICAL RATING _____

ADJECTIVAL RATING: **Outstanding**

Prepared by:


NORIETA B. BUSTILLO
Admin. Assistant 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, **Norieta B. Bustillo**, 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**.

NORIETA B. BUSTILLO

Ratee


NICK FREDDY R. BELLO

Head of Unit

NO.	MFO & PAPs	Success Indicators	Task Assigned	Jan-Jun 2023 Target	Percentage of Accomplishments	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 developed/ maintained	COA, GSIS, BIR, PHIL HEALTH, PAG-IBIG, and LBP	6 External Linkages	100%	6	5	5	5	5.00	Linkages maintained
		Customer Friendly Service	Served clients with courtesy; immediate response to client needs and inquiries	100% no complaint	100%	100% no complaint	5	5	5	5.00	Clients served
ACCTG. MFO 2	Disbursement/ Processing Services	No. of transactions process	Prepares vocuhers/payrolls	4	125%	5	5	5	5	5.00	Vouchers processed
		No. of vouchers, RIS and PR's prepared	Prepares vouchers, RIS, PR's and annual PPMP with supporting documents needed for the office as petty cashier	6	100%	6	5	5	5	5.00	Vouchers prepared
ACCTG. MFO 3	Bookkeeping Services	No. of transactions encoded/recorded	Encodes & records entries to BAOM under Fund Cluster 05- Internally Generated Funds	2,165 entries encoded & recorded	134%	2,902	5	5	4	4.67	Transactions recorded
		No. of entries consolidated	Consolidates Check Disbursement Journals (CKDJ) for Main Campus under Fund Cluster 05-IGF	425	124%	529	5	5	4	4.67	Reports prepared/ posted/ journalized.
		No. of entries consolidated	Consolidates Cash Receipts Journals (CRJ), Cash Disbursements Journals (CDJ) & Check Disbursement Journals (CKDJ) for satellite campuses under Fund Cluster 05	215	135%	290	5	5	4	4.67	Reports prepared/ posted/ journalized.
		No. of transactions posted	Posts transactions to GL & SL for main campus & satellite campus	1165 entries	133%	1545	5	5	4	4.67	Reports prepared/ posted/ journalized
		No. of General Journals prepared	Prepares General Journals & Journal Entry Vocher for FC 05	198	131%	259	5	5	4	4.67	Reports prepared/ posted/ journalized
		No. of Accounts maintained and posted	Maintains and posts to subsidiary ledgers for cash advances and cash accounts	22	232%	51	5	5	4	4.67	Reports prepared/ posted/ journalized
		No. of entries for Liquidation reports prepared	Prepares liquidation summary reports for Fund Cluster (05)	25	220%	55	5	5	4	4.67	Reports prepared/ posted/ journalized
		No. of Trial balance prepared within mandated trime	Prepares monthly Trial Balance for Fund Cluster 05 - Internally Generated Funds	6	100%	6	5	5	4	4.67	Reports prepared/ posted/ journalized


		No. of Schedules and Aging Prepared	Prepares Schedules and Aging of Cash Advances, Accounts Payables, Other Payables, Accounts Receivables, Other Receivables, Due to & Due from officers and Employees Etc	10	100%	10	5	5	4	4.67	Reports prepared/ posted/ journalized.
		No. of Financial Statements prepared	Prepares Financial Statements for submission to COA, DBM and other related gov't. agencies for EC 05- IGF	10	100%	10	5	5	4	4.67	Reports prepared/ posted/ journalized.
		No. of summary for disbursements prepared	Prepares Summary of Quaterly Disbursement prepared under FC 05 IGF	8	100%	8	5	5	4	4.67	Reports prepared/ posted/ journalized.
		No of transmittal prepared (STF-Plain & STF-Cebu)	Prepares, transmittal of reports for disbursement journals and financial reports for submission to COA	12	150%	18	5	5	4	4.67	Reports transmitted
		No. of Financial Statements prepared within the mandated time	Prepares Financial Statements for submission to COA, DBM,GAS and other concerned agencies	10	100%	10	5	5	4	4.67	Reports transmitted
		No of Bank Reconciliations prepared	Prepares Bank Reconciliation for IGF, SHS-VP and other Funds	12	233%	28	4	4	4	4.00	Reports prepared/ submitted
ACCTG. MFO 4	Innovation & Best Practices Services or Continual Improvement and Management Services	No. of innovations for improved university operations	Assists in innovations pf the improvement of university operations	1	100%	1	5	5	5	5.00	
		No. of best practices achieved	Assists in best practices achieved	1	100%	1	5	5	5	5.00	
Total Over-all Rating:							99	99	86	94.67	
Average Rating (Total Over-all rating divided by # of entries)						4.73	Comments & Recommendations for Development Purpose: <i>Attend training s relevant to functions.</i>				
Additional Points:											
Punctuality											
Approved Additional points (with copy of approval)											
FINAL RATING						4.73					
ADJECTIVAL RATING						Outstanding					

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
Vice Pres. For Admin and Finance

Date: _____

1 - quality
2 - efficiency

3 - timeliness
4 - average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan. 1-June 30, 2022

Name of Staff: Noneta B. Buctillo

Position: Admin. Assistant 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		57				

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		N/A				
Average Score		4.75				

Overall recommendation : _____

NICK FREDDY R. BELLO

OIC-Head, Accounting Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **NORIETA B. BUSTILLO**

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
Unit Head

Conforme:


NORIETA B. BUSTILLO
Name of Ratee Faculty/Staff