



**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	4.95	70%	3.47
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.5
<b>TOTAL NUMERICAL RATING</b>			<b>4.97</b>

TOTAL NUMERICAL RATING: **4.97**

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: \_\_\_\_\_


FINAL NUMERICAL RATING **4.97**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

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

Recommending Approval:

  
**LOUELLA C. AMPAC**  
Director, Financial Management Office

Approved:

  
**EDGARDO E. TULIN**  
Vice President for Administration and Finance

# **INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, NICK FREDDY R. BELLO, OIC-Head 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 July 1 to December 31, 2023.

Prepared by:

**NICK FREDDY R. BELLO**

Ratee

Date: January 12, 2024

Approved:

**LOUELLA C. AMPAC**

Immediate Supervisor

Date: 1/10/24

**Rating Equivalents:**

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

MFO & PAPs	Success Indicators	Tasks Assigned	2023	Percentage of Accomplishment	Actual Accomplishment	Rating				Remarks
			Target			Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
			Jan-Dec							
UMFO5: SUPPORT TO OPERATIONS										
Acctg MFO1: ISO 9001:2015 aligned documents										
	PI1. Number of quality procedures prepared/revised	Maintained/prepared/revised ISO quality procedures	1	100%	1	5	5	5	5	Registered PM ACT 4 - Student Accounts Services
Acctg MFO2: Innovation & best practices services										
	PI2. Number of innovation for improved university operations	Introduces innovation for improved university operation	1	100%	1	5	5	5	5	Continue usage of google drive for back-up storage.
	PI3. Number of best practices achieved	Introduces best practices	1	100%	1	5	5	5	5	Disseminated information via OVPAF Memo regarding tax updates and BIR deadlines. Also, assisted JO Workers on the opening and closing of their employment status at BIR to avoid penalty.
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	No complain	100%	No complain	5	5	5	5	No complain received



	PI2. Number of external linkages for improved financial management developed/maintained	Maintain relationship with external linkages	7	171%	12	5	5	5	5	Entertained concerns of various NGAs/ organizations to maintain linkages (COA, DBM, GSIS, BIR, PHILHEALTH, PAG-IBIG, LBP, PCC, VSUCC, CHED-UNIFAST, DA-BAR, DOST-PCAARRD).
	PI3. Percentage of NCs received and acted upon	Practice ISO Requirements	0	100%	Zero NCs	5	5	5	5	No NC Received
	PI4. Percentage of CARs received and acted upon	Practice ISO Requirements	0	100%	Zero CARS	5	5	5	5	No CAR Received
<b>Acctg MFO2: Disbursement / Processing Services</b>										
	No. of financial documents certified (vouchers, payrolls, PO, and PRs) within 3 days after receipt	Reviews and certifies financial documents (vouchers, payrolls, appointments, contracts, PR, ITR and etc.) and certifications on availability of funds	8,000	131%	10,454	5	5	5	5	Various financial documents under the 4 fund clusters processed and certified.
	No. of communication prepared within the mandated time	Prepares communications and other related office reports	100	352%	352	5	5	5	5	Various communications prepared/ certified.
	No. of certification and demand letters for unliquidated cash advance signed	Reviews and signs certification and demand letters for unliquidated cash advance	15	5607%	841	5	5	5	5	Various certification/ demand letters prepared/ certified.
<b>Acct MFO3: Bookkeeping Services</b>										
	No. of quarterly financial project reports reviewed and certified within the mandated time (new and ongoing projects)	Reviews and certifies quarterly financial project reports with supporting schedules (new and ongoing projects)	100	236%	236	5	5	4	4.67	Various financial reports and supporting documents of ongoing externally funded projects reviewed and certified.
	No. of terminal financial reports related to externally funded projects reviewed and certified (old projects)	Reviews and certifies terminal financial project reports with supporting schedules (old projects)	25	88%	22	5	5	4	4.67	Various financial reports and supporting documents of completed externally funded projects reviewed and certified.

	No. of monthly, quarterly, and year-end financial reports with supporting schedules reviewed and certified within the mandated time	Reviews and certifies monthly, quarterly, and year-end financial reports with supporting schedules	475	140%	663	5	5	4	4.67	Various financial reports and supporting documents under the 4 fund clusters reviewed and certified.
	No. of reports prepared within the mandated time	Prepares monthly Report of Disbursement under 01 Regular Funds FAR 4	6	100%	6	5	5	5	5	Dec 2022 to May 2023 reports
	No. of reports prepared within the mandated time	Prepared quarterly Report of income/receipts FAR 5 for Fund 164, 161 and 101 Trust	2	100%	2	5	5	5	5	Q4 2022 and Q1 2023 reports
	No. of reports prepared within the mandated time	Prepares draft for monthly SPMR for Regular Agency Fund	6	100%	6	5	5	5	5	Dec 2022 to May 2023 SPMR
	No. of reports prepared within the mandated time	Prepares quarterly Statements of Cash Flow for all funds and one consolidated cash flow	10	100%	10	5	5	5	5	RAF, IGF, BRF, TR and All funds for Q4 2022 and Q1 2023
<b>Acctg MFO 4: Student Assessment Services</b>										
	Number of students records generated, maintained and updated for Graduates, College and High School Students	Certifies statement of accounts, clearance, and other documents related to student accounts	new	100%	10024	5	5	5	5	Students' clearance, statement of account, etc.
<b>Acct MFO 5:Free Higher Education (FHE) and TES/TDP Services</b>										
	Number of Tuition and Other School Fees billing prepared and submitted to DBM/CHED.	Facilitate the preparation of TOSF billing to DBM/CHED	new	100%	4	5	5	5	5	TOSF billing
	Number of TES/TDP grants distributed to the beneficiaries.	Facilitates the processing of TES/TDP grants to be given to the beneficiaries	new	100%	1290	5	5	5	5	TES/TDP grants
<b>Acct MFO 6: Supervisory Services</b>										
	No. of staff supervised	Plans activities and supervises office staff	23	109%	25	5	5	5	5	Regular - 8; Casual - 4; JO - 13



	No. of meetings attended	Represents the office in meetings and entertains university concerns pertaining to financial matters.	30	237%	71	5	5	5	5	Attended various meetings: UADCO, Finance Committee, Scholarship Committee, Meeting with other agencies re: externally funded projects, and many more.
--	--------------------------	-------------------------------------------------------------------------------------------------------	----	------	----	---	---	---	---	--------------------------------------------------------------------------------------------------------------------------------------------------------

Total Over-all Rating				110	110	107	109	Comments &
Average Rating (Total Over-all rating divided by # of entries)				5	5	4.86	4.95	Recommendations for Development Purpose:
Additional Points:								
Punctuality								
Approved Additional points (with copy of approval)								
FINAL RATING						4.95		
ADJECTIVAL RATING						Outstanding		Attend training on Accounting Related Activities

Evaluated and Rated by:

*Louella C. Ampac*

LOUELLA C. AMPAC

Director, Financial Management Office

Date: 1/10/24

Recommending Approval:

*Louella C. Ampac*

LOUELLA C. AMPAC

Director, Financial Management Office

Date: 1/10/24

Approved:

*Daniel Leslie S. Tan*

DANIEL LESLIE S. TAN

Vice Pres. for Admin. and Finance

Date: 1/10/24

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



### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July -December, 2023

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		60				



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		25				
Average Score		5				

Overall recommendation

: *deserve a promotion coz responsibility is huge compared to the grade salary.*  
*Louella C. Ampac*

**LOUELLA C. AMPAC**  
 Director, Financial Management Office

**PERFORMANCE MONITORING & COACHING JOURNAL**  
July 1 – December 31, 2023

	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:** 24


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	-July to December 2023  -Q3 and Q4 2023 reports
Coaching	-Clarification on accounting entries of various transactions  -Clarification on tax treatment of various compensation/ income			-Journal entry vouchers, various journals  -BIR Forms	-July 13,2023  -September 1, 2023

*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



**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: January 1, 2024

Target Date: November 2024

First Step:

Additional supervisory training

---

---

---

Result:

Improved performance

---

---

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

Next Step:

Recommend for Promotion

---

---

---

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

Final Step/Recommendation:

Prepared by:



**LOUELLA C. AMPAC**  
Immediate Supervisor

Conforme:



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