

ACCONTING OFFICE Visca Beybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: accounting@vsu.edu.ph

Website: www.vsu.edu.ph

### COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

MARIA FE A. BASLAN

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.63	70%	3.24
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1-40
Pearent		TOTAL NU	MERICAL RATING	4.64

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

Prepared by:

MARIA FE . BASLAN

Admin Aide IV

4.64

4.64

. 4.74

Outstanding

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, 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 to June, 2023

Ratee

Approved:

Head of Unit

Rating Equivalents: 5 - Outstanding

4 - Very Satisfactory 3 - Satisfactory

2 - Fair 1 - Poor

t designed actinguistic following out to the property and the property of the			2023	Percentage of	Details of		Ra	ating	ARREST PROPERTY AND ADDRESS OF THE PARTY AND A	And the same of th
MFO & PAP's	Success Indicators	Tasks Assigned	Target JanDec	Accomplishments %	Accomplish ment as of	Q1	F-2 T <sup>3</sup>		A <sup>4</sup>	Remarks
Administrative and Support Services & Management	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.	135 certification	104%	140 certification	4	5	5	4.67	Certifications prepared.
Administrative and Support Services & Management	Number of voucher/ withdrawal for student in all types of scholarship prepared.	Prepared vouchers for refund of students and prepared also vouchers for w/drawal of student in all types of scholarships.	30 vouchers refund/wdr'wl. of student	133%	40 vouchers/ refund w/drwal of student	5	5	5	5.00	Voughers for prepared.
Administrative and Support Services & Management	Number of vouchers for refund of faculty & staff employees prepared.	Prepares voucher for refund of faculty and staff employees (GSIS, Pagibig & Private banks).	45 vouchers	111%	50 vouchers of refund of faculty/staff	4	5	5	4.67	Vouchers for prepared.
Administrative and Support Services & Management	Number of certification/ communication prepared	Prepared certification/ communication as to the last salary received of employees (benefits received)	20 certification	150%	30 certification/ communication	4	4	4	4.00	Certifications prepared.
and Support Services & Management	Number of part time instructors posted.	Posted all salary/benefits of all part time instructors.	200 part time instr. posted	125%	250 of part time instr. Posted	5	5	5	5.00	Payroll posted
and support services & management	No. of purchases inspected after receipt	Inspects supplies and materials purchases.	600	108%	650	5	5	5	5.00	Items inspected

Financial Reports	Number of document/OR photocopy.	Xerox /photocopy the philhealth,	20	200%	40	The second secon	The second second second second	price and the filtering price and the filters	and the same of th	
		GSIS,Pag-ibig remittances (all official receipts/doc. for accounting file)				4	4	4	4.00	Files kept.
	Customer Friendly Service	Served clients with courtesy; immediate response to client needs and inquiries	100% no complain	100%	100% no complain	5	5	5	5.00	Clients served
	Number of JO's/Part time instructors posted accounting entry.	Posted accounting entry of all JO's & Part time instructors.	3,750	101%	3,800 of JO's/part time inst.	5	5	5	5.00	Payroll posted/ journalized
	every time task assigned	Do other task assigned from time to time.	5	100%	5	4	4	4	4.00	
Total Over-all Rating			Miller March March Control of the Co	остория основной выполнения по под под под под под под под под под	and the second	45	47	47	46.33	The second secon
на ебители отнечни кладари единения сілення станова положи положи	otal Over-all rating divided		and the second s	and all the second specific and second secon		4.63	Comm	ents &	Recom	mendations
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Punctuality Approved Additional points (with copy of approved Additional points)			AND DESCRIPTION OF THE PROPERTY OF THE PROPERT	The second secon			To attend training for updates on			
		proval)	annual section and the section	population annual page conceptants file that page opposite the pag			Acctg. System			
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ADJECTIVAL RAT	TING					Outsta	ıtsta			

	every time task assigned	Do other task assigned from time to time.	5	100%	5	4	4	4	4.00	
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Rating			The second section of the second	and the company of th		COMPANY OF STREET, STR	Annual Charles and the State of			and the same party and the same and
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Punctuality				militar manufuran manufuran antenghitir international manufuran minimal equation manufuran manufuran			To atte	end trail	ning for u	pdates
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FINAL RATING					0.00	4,63				
ADJECTIVAL RAT	TING				CO CONTRACTOR CONTRACT	Outsta		Total manager of the desired and particular desired	Thirteen Special Print Spinish Spinish Spinish	Name and Parket and Address of Street
Evaluated and Ra	ted by:	Recommending Approval:			Approved:		Sm			
NICK FREDDY R	. BELLO	LOUELLA C. AMPAC				DANIE	L LES	LIES.	TAN	
OIC, Head Accoun	iting Office	Director for Finance				Vice P	res. Fo	r Admit	n. & Finar	nce
Date: 1 - quality 2 - efficiency	3 - timeliness 4 - average	Date:				Date:	inspected of the second second	The state of the s		



#### ACCOUNTING OFFICE

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# Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan. 1-June 30, 2023 Name of Staff: MARIA FE A. BASLAN

Position: Admin. Aide IV

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)		5	Scal	9	
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	(D)	3	2	Anna
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 fall to perform all assigned tasks	(E)	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	(2)	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 dients	(F)	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	1	f 6	Fo	5	7

	eadership & Management (For supervisors only to be rated by higher upervisor)		3	Scale	9				
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	-			
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	The same of the sa			
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2				
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				
	Total Score	N//	Ą						
	Average Score				4.67				

Overall recommendation	:	

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 Target Date: December, 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:

MARIA FE A. BASLAN
Name of Ratee Faculty/Staff