



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **VALENCERINA, SUSAN M.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.65	70%	3.26
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.69

TOTAL NUMERICAL RATING: 4.69

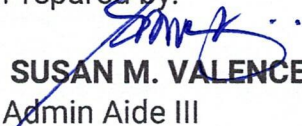
Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____


FINAL NUMERICAL RATING 4.69

ADJECTIVAL RATING: Outstanding

Prepared by:


SUSAN M. VALENCERINA
Admin Aide III

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



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Susan M. Valencerina, 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, 2024.

Prepared by:

SUSAN M. VALENCERINA

Ratee

Date: July 25, 2024

Approved:

NICK FREDDY R. BELLO

Head of Unit

Date: July 25, 2024

Rating Equivalents:

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

MFO & PAPs	Success Indicators	Task Assigned	Jan-Dec 2024 Target	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 quality procedure	1	1	5	5	5	5.00	Comply the requirements of the preparations of financial report
Acctg MFO2: Innovation & best practices services									
	PI2. Number of innovation for improved university operations	Update Billing of Faculty/staff using HRIS Payroll system	1	1	5	5	5	5.00	continual used of HRIS payroll System
	PI3. Number of best practices achieved	Continuous usage of google drive as backup storage.	1	1	5	5	5	5.00	upload back files to googlee drive
	received and acted upon	Practice ISO Requirements	0	0	5	5	5	5.00	NO NC Received
	received and acted upon	Practice ISO Requirements	0	0	5	5	5	5.00	NO CAR Received
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 complaints	100% no complaints	4	4	4	4.00	No received complaints

	PI2. Number of external linkages for improved financial management	Maintain relationship with external linkages	2	2	5	5	5	5.00	COA and Concessionaires
Acctg MFO3: Bookkeeping Services									
	Number of staff deducted from salary.	Prepared /encode billings and balances of electricity, garbage, water and housing of VSU staff for salary deductions in new payroll system.	3,200	3,222	5	4	4	4.33	Regular staff occupants
	Number of posted bills and payments of electricity garbage, water and housing of VSU staff, dormitories and concessionaires.	Posted monthly electric bills, garbage, water and housing of VSU staff, dormitories and concessionaires to the individual ledgers.	5,500	5,560	4	4	4	4.00	Regular staff occupants
	Number of payments from staff remittance and from report of collection and IGP collections.	Posted monthly payments of electricity, garbage, water & housing of VSU staff, dormitories and concessionaires.	2,750	2,798	5	5	5	5.00	Payments from Report of Collections, In-Bank and Fund Transfer
	Number of Staff Repaired and Maintenance offsetted from their housing deduction	Prepared Staff housing Repaired & Maintenance, offsetted to their housing deduction.	150	165	5	5	5	5.00	Regular staff repaired their housing.
	Number of monthly Financial Reports prepared within the mandated time	Prepared monthly schedule of receivables supporting documents submitted to COA.	3,500	3,540	4	4	4	4.00	Receivables of electricity per consumers.
	Number of Quarterly Financial Reports prepared within the mandated time.	Prepared monthly schedule of receivables with aging, supporting documents to be submitted to COA..	4,500	4,565	4	4	4	4.00	Receivables of Miscellaneous per consumers.
	Number of Statement of Accounts sent to consumers.	Prepared Statement of Accts.	75	83	4	4	4	4.00	Balances sent.
	Number of Clearances signed.	Signed Clearances of End and Renewal of Contract, Retirement, Resignation, Study or Maternity	70	86	5	5	5	5.00	Checked and verified balances before clearing the clearance.

Number of bill numbers for all kinds of billings	Assigned numbers to all kinds of billings	425	510	5	5	5	5.00	Account transactions of meals and lodging.
Total Over-all Rating				75	74	74	74.33	

Average Rating (Total Over-all rating divided by # of entries)		4.65
Additional Points:		
Punctuality		
(with copy of approval)		
FINAL RATING		4.65
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose: Accepts additional tasks given to her and delivers output within prescribed period. To attend trainings related on dealing with client.

Evaluated and Rated by:




NICK FREDDY R. BELLO

Office

Date: July 25, 2024

Recommending Approval:



LOUELLA C. AMPAC

Director, Financial Management Office

Date: July 25, 2024

Approved:



ELWIN JAY V. YU

Vice Pres. For Admin. & Finance

Date: July 25, 2024

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

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	

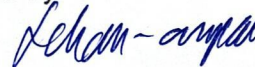
Note: Please indicate the date in the appropriate box when the monitoring was conducted.

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 #

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, MA Baslan, 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

PERFORMANCE MONITORING FORM

Name of Employee: SUSAN M. VALENCERINA

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	Prepare /encode billings and balances of electricity, garbage, water and housing of VSU staff for salary deductions in new	All accounts of VSU housing occupants will be deducted to general payroll	1st Week of the month	2-3 days	3 days	Very Impressive	Outstanding	
2	Post monthly electric bills, garbage, water and housing of VSU staff, dormitories and concessionaires to the individual ledgers.	All billings of the clients will be posted to their respective ledgers.	Daily	1-2 days	2 working days upon receipt	Very Impressive	Outstanding	Post in the Index using google excel for easy access in monitoring (someone can help/assist as
3	Recap Payments from Report of Collections, In-Banks, Fund Transfers and IGP Collections	All payments should be posted.	Daily	2-3 days	3 working days	Impressive	Very Satisfactory	
3	Post monthly payments of electricity, garbage, water & housing of VSU staff, dormitories and	All payments will be updated to clients' individual ledgers.	Daily	2-3 days	3 working days upon receipt	Very Impressive	Outstanding	
5	Prepare monthly schedule of receivables supporting documents submitted to COA.	Submit monthly report to COA within prescribed time	Every end of the Month	3-4 days	Within the month	Impressive	Very Satisfactory	
6	Prepare monthly schedule of receivables with aging, supporting documents to be submitted to	Submit monthly report to COA within prescribed time	Every Quarter of the year	4-5 days	Withiin the quarter	Impressive	Very Satisfactory	
4	Prepare Staff housing Repaired & Maintenance, offsetted to their housing deduction.	All clients requesting for housing refund will be credited to their monthly deduction.	Daily upon receipt	1 day	Within the day	Very Impressive	Outstanding	
7	Prepare Statement of Accounts	Statement of Accounts will be issued to concerned	Daily as requested	1-2 days	2 days	Very Impressive	Outstanding	
8	Check Clearances of End and Renewal of Contract, Retirement, Resignation, Study or Maternity	Check and verified financial accountabilities of the	Daily as requested	5 minutes per clearance	5 minutes per clearance	Very Impressive	Outstanding	

9	Assigned control numbers to all kinds of billings	All billing Statment will be controlled	Daily as needed	5 minutes per billing	5 minutes per billing	Very Impressive	Outstanding	
	* Either very impressive, impressive, needs improvement, poor, very poo ** Outstanding, very satisfactory, satisfactory, unsatisfactor							
					Prepared by:			
								
						NICK FREDDY R. BELLO		
						OIC Head, Accounting Office		

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **SUSAN M. VALENCERINA**

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 dealing with clients

Result:

Improved performance on customer service.

Date: _____ Target Date: _____

Next Step:

Recommend for Promotion

Outcome: _____

Final Step/Recommendation:

Prepared by:



NICK FREDDY R. BELLO
Immediate Supervisor

Conforme:



SUSAN M. VALENCERINA
Name of Ratee Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2024

Name of Staff: **VALENCERINA, SUSAN M.** 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

Visayas State University, VPGG+Q70, Baybay City, Leyte
Email: accounting@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1006

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	57				
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	4.75				
Overall recommendation: Keep up the good works					


NICK FREDDY R. BELLO
 OIC-Head, Accounting Office