



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **TINAJA, JENNIFER G.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.86	70%	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.917	30%	1.48
TOTAL NUMERICAL RATING			4.88

TOTAL NUMERICAL RATING: 4.88

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.88

ADJECTIVAL RATING: Outstanding

Prepared by:


JENNIFER G. TINAJA
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, **JENNIFER G. TINAJA**, 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:

JENNIFER G. TINAJA

Ratee

Date: July 25, 2024

Approval by:

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	% of Accomplish ments	Details of Accomplish ment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO5: SUPPORT TO OPERATIONS										
Acctg MFO1: ISO 9001:2015 aligned documents										
	Number of quality procedures maintained/ prepared/revised	Assist and perform the functions of the Documents and Records Controller (DRC) within the unit	5	100%	5	5	5	5	5.00	Maintained and monitored accordingly the compliance of the 4 PM's and submit Revision of Citizen Charter was submitted to RAO for approval
Acctg MFO2: Innovation & best practices services										
	Number of innovation for improved university operations	Assist in improving the design and feature of Cumulus One System	1	100%	1	5	5	4	4.67	*Attended meeting with MIS for continual improvement of Cumulus System *Adding the Grades Due Report
	Number of best practices achieved	Use Microsoft Excel in creating Students' Account Index	1	100%	1	4	5	5	4.67	Continual used of Microsoft google sheets for back-up data storage

UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES										
Acctg MFO1: Administration Support Services & Management										
	Customer Friendly Frontline Service	Served clients with courtesy; immediate response to client needs and inquiries	100% no complaints	100%	100% no complaints	4	4	4	4.00	Comply and Keep Customer Feedback Report requirements for the Month of January-April 2024
	Number of external linkages for improved financial management developed/maintained	Perform requirements of External linkages for improvement of Students' Account financial management record	4 External linkages (DOST, LBP, CHED and COA)	50%	2 (DOST;COA)	5	5	5	5.00	Submit Billing of DOST Scholars for SY 2023-2024 2nd semesters; Submit ROSA to COA within the prescribed time; CHED and LBP requirements has turn-over to M. Sabando
	Percentage of NCs	Practice ISO standard	Zero	100%	Zero	5	5	5	5.00	No NCs Received
	Percentage of CARs	Practice ISO standard	Zero	100%	Zero	5	5	5	5.00	No CARs Received
Acctg MFO2: Disbursement / Processing Services										
	No. of entries posted right after the receipt of documents	Posts salaries, honorarium, overtime, stipend, RATA, etc.of regular staff, & Phil. Carabao Center regular staff in the Index	30000	52%	15,645 accounts	5	5	4	4.67	with Mid-year bonus, Clothing, Cultural, Salary Differential
	No. of scholars who pursued Master/Doctorate degrees reinstated but not yet graduated	Drafts total expenses for salaries/allowances, etc.of scholars who pursued Master/Doctorate degrees reinstated but not yet graduated	50	74%	37	4	5	5	4.67	Reviewed the Mid-year Bonus received by the 37 VSU Scholars who were Reinstated but not yet Graduated from CY 2020-2023
	No. of vouchers/payrolls journalized right after the receipt of documents	Journalizes vouchers/payrolls	700	55%	386	5	5	5	5.00	All payrolls received were posted
	No. of records updated error free	Updates employees records in the database (loans, salary increase, change of status, etc.)	720	50%	360	5	5	5	5.00	Update employees as needed
	No. of staff cleared error free	Countersigns certifications of regular staff with no financial accountability	30	67%	20	5	5	5	5.00	All certifications were countersigned and recorded
	No. of regular employees computed their withholding tax	Computes withholding tax of regular employees	800	99%	792	5	5	5	5.00	Maintain and adjust taxes of 645 regular staffs

	No. of Report on Salaries and Allowances Received (ROSA) prepared	Prepares and submits Report on Salaries and Allowances Received (ROSA) within the prescribed time (including its supporting documents)	3	67%	2	5	5	4	4.67	Submit to COA the ROSA for the 1st and 2nd Quarter 2024
	No. of staff trained/assisted	Trains/Assists staff (Students' Account)	2	150%	3	5	5	5	5.00	Assists students' account in-charge and student assistant as need arises
	No. of staff per deduction encoded in the payroll system	Encodes deduction in the payroll system within the prescribed time	400	50%	200	5	5	5	5.00	Add/adjust tax deductions for new employees and for employees with salary increase
	No. of demand letters send to the Faculty/Instructors with penalty for the late submission of grades	Generate and send demand letter per semester to the faculty/instructors who have penalty	150	100%	150	5	5	5	5.00	150 demand letters send to Instructors/Faculty for the SY 2023-2024 1st Semesters
	No. of vouchers, RIS and PR's prepared	Prepares vouchers, RIS, PR's and PPMP with supporting documents needed for the office	5	60%	3	5	5	5	5.00	Petty Cash Custodian

Acctg MFO 4: Student Assessment Services

	Number of students of accounts maintained, validated and updated for Graduate, Tertiary and high school students	Prepare Students' Assessment and Payments per semester	21,887 students							Turn-over to M. Sabando
		Compute and post Fees on the Cumulus System	1505 accounts							Turn-over to M. Sabando
		Printed, Issue and Validate Temporary Clearance/ Exam Permit. Unlock and lock students' account	1505 accounts							Turn-over to M. Sabando
		Monitor payment and accounts' receivable of High School	400 students							Turn-over to M. Sabando
		Maintain Accounts of Students	10,000 old account							Turn-over to M. Sabando
		Prepare billing statement of scholars	100 scholars	112%	112 scholars	5	5	5	5.00	92 DOST scholars and 20 VSU Scholars were billed and deducted the payments to their accounts

	Number of quarterly Reports of Accounts Receivable, Monthly Report of Collection (per School Year) and Breakdown of Assessment per Semester prepared.	Generate and prepares quarterly report of Account Receivable and monthly report of collection (per school year and semester)	61 reports of accounts by semester							Turn-over to M. Sabando
		Verifies and prepares monthly report of In-bank collection	9 reports of collection							Turn-over to M. Sabando
	Number of monthly Report of In-bank collection prepared	countersign university clearance/Readmission	2000 documents							Turn-over to M. Sabando
		prepare and issued certification of fees as requested	383 documents							Turn-over to M. Sabando
	Total Over-all Rating					92	94	91	92.33	

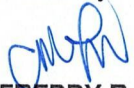
Total Over-all Rating	92.33
Average Rating (Total Over-all rating divided by # of entries)	4.86
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.86
ADJECTIVAL RATING	Outstanding


Comments & Recommendations for Development Purpose: Dependable and Responsive. Efficient in accomplishing her tasks. To attend training for records keeping, updates on Accounting system, Income Taxation, and other taxation updates.


Evaluated and Rated by:

Recommending Approval:

Approved:


NICK FREDDY R. BELLO
OIC-Head, Accounting Office
Date: July 25, 2024


LOUELLA C. AMPAC
Director, Financial Management Office
Date: July 25, 2024


ELWIN JAY V. YU
Vice Pres. for Admin and Finance
Date: July 25, 2024

1 - quality
2 - efficiency

3 - timeliness
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 #

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

PERFORMANCE MONITORING FORM


Name of Employee: JENNIFER G. TINAJA

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	Assist and perform the functions of the Documents and Records	Accomplished all ISO Requirements	Daily as needs arises	Daily	Daily	Very Impressive	Outstanding	
2	Posts salaries, honorarium, overtime, stipend, RATA, etc. of regular staff, & Phil. Carabao Center regular staff in the Index of Payments (IP)	Posted all accounts on Employee's Salary Indexes	Daily	5 minutes per person	5 minutes per person	Very Impressive	Outstanding	Post in the Index using google excel for easy access in monitoring (someone can help/assist as
3	Drafts total expenses for salaries/allowances, etc. of scholars who pursued Master/Doctorate degrees reinstated but not yet graduated	Financial Accountabilities of ungraduated VSU Scholars will be monitored accordingly	Daily as requested	10 minutes per persons	10 minutes per persons	Very Impressive	Outstanding	
4	Journalizes vouchers/payrolls	All vouchers/payroll will be journalized accordingly	Daily as requested	5 minutes per payroll/voucher	5 minutes per payroll/voucher	Very Impressive	Outstanding	
5	Updates employees records in the database (loans, salary	All deductions will be updated to HRIS payroll	Every 1st week of the month	2 days	1 day	Impressive	Very Satisfactory	
6	Countersigns certifications of regular staff with no financial accountability	All certifications will have countersigned once cleared	Daily as needs arises	2 minutes	2 minutes	Very Impressive	Outstanding	
7	Computes withholding tax of regular employees	All taxes of regular employees will be adjusted/updated	Daily	one week	one week	Very Impressive	Outstanding	
8	Prepares and submits Report on Salaries and Allowances Received (ROSA) within the	Submit ROSA to COA within prescribed time	Every end of the Quarter	one week	one week	Impressive	Very Satisfactory	

9	Trains/Assists staff (Students' Account)	Continue to assist student's account	Daily as needs arises/ every end of semesters	Approx. 2 hrs per day	2 hrs per day	Very Impressive	Outstanding	
10	Encodes deduction in the payroll system within the prescribed time	Update deductions within the prescribed time	Every 1st week of the month	2 days	1 day	Very Impressive	Outstanding	
11	Generate and send demand letter per semester to the faculty/instructors who have	All faculty with penalty will received demand letters	100 days after deadline	3 days	3 days	Very Impressive	Outstanding	
12	Prepares vouchers, RIS, PR's and PPMP with supporting documents needed for the office	All supplies needed in the office will be replenished	Once a month/ daily as requested	1 day	1 day	Very Impressive	Outstanding	

impressive, needs improvement,
satisfactory, unsatisfactory, poor

Prepared by:


NICK FREDDY R. BELLO
 OIC Head, Accounting Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JENNIFER G. TINAJA

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 Accounting and taxation.

Result:

Expand Knowledge on accounting and taxation activites.

Date: _____ Target Date: _____

Next Step:

Recommend for Promotion

Outcome: _____

Final Step/Recommendation:

Prepared by:



NICK FREDDY R. BELLO
Immediate Supervisor

Conforme:



JENNIFER G. TINAJA
Name of Ratee Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2024

Name of Staff: **TINAJA, JENNIFER G.**

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	59				
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	4.917				
Overall recommendation: Keep up the good work					


NICK FREDDY R. BELLO
 OIC-Head, Accounting Office