



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **JHONAVEL R. CASTIL**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.95	70%	3.465
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
<b>TOTAL NUMERICAL RATING</b>			<b>4.941</b>

TOTAL NUMERICAL RATING: **4.941**


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.941**

FINAL NUMERICAL RATING **4.941**

ADJECTIVAL RATING: **Outstanding**

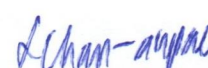
Prepared by:

  
**JHONAVEL R. CASTIL**  
Admin. Aide 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, **JHONAVEL R. CASTIL**, staff of the Accounting Office commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of **July 1 to December 31, 2022**.

  
**JHONAVEL R. CASTIL**  
Ratee

  
**NICK FREDDY R. BELLO**  
OIC - Head of Unit

NO.	MFO & PAPs	Success Indicators	Task Assigned	Jan.-June 2022 Target	Percentage of Accomplishments	Details of Accomplishment	Rating				Remarks
							Q¹	E²	T³	A⁴	
ACCTG. MFO 1	Administrative & Support Services & Management	No. of external linkages for improved financial management developed/maintained	COA & DBM	2 External Linkages	100%	Submit monthly, quarterly and annual Financial Reports	5	5	5	5.00	Target Delivered; Currently experiencing delays due to work transition
		Customer Friendly Service	Served clients with courtesy; immediate response to client needs and inquiries	100% no complaint; Served clients with courtesy; immediate response to client needs and inquiries	100%	No complaints filed	5	5	5	5.00	Attained & Maintained
ACCTG. MFO 2	Disbursement/Processing Services	No. of transactions encoded/recorded error free	Encodes & records entries to BAOM for 06-BRF	2,000 entries encoded & recorded	95%	1,900 entries encoded & recorded	5	5	5	5.00	Controlled and maintained
			Encodes & records entries to BAOM for 07-Trust Receipts	3,000 entries encoded & recorded	105%	3,150 entries encoded & recorded	5	5	5	5.00	Presently experiencing delays in submission of monthly CKDJ Reports due to system issues.
ACCTG. MFO 3	Bookkeeping Services	No. of transactions posted	Posts transactions to SL and GL for Business Related Fund	450	90%	500	5	5	4	4.67	Monitored and maintained
			Posts transactions to SL and GL for Trust Receipts	900	100%	900	5	5	4	4.67	Monitored and maintained
		No. of entries consolidated error free	Consolidates CRJ & CkDJ of the main campus under BRF	12	100%	12	5	5	5	5.00	Monitored and maintained
			Consolidates CRJ & CkDJ of the main campus under Trust Receipts	12	100%	12	5	5	5	5.00	Monitored and maintained
		No. of consolidated reports	Consolidates all transactions of the branch campuses such as CRJ, CDJ, CkDJ and post to General and subsidiary ledgers for Business Related Funds	12	100%	12	5	5	5	5.00	Monitored and maintained
			Consolidates all transactions of the branch campuses such as CRJ, CDJ, CkDJ and post to General and subsidiary ledgers for Trust Receipts	12	100%	12	5	5	5	5.00	Monitored and maintained
		No. of journals prepared within the mandated time	Prepares Monthly General Journals for Business Related Funds	12	100%	12	5	5	5	5.00	Monitored and maintained
			Prepares Monthly General Journals for Trust Receipts	12	100%	12	5	5	5	5.00	Monitored and maintained
		No. of reports prepared	Prepares Monthly Journal Entry Voucher for Fund 06- BRF	100	100%	100	5	5	5	5.00	Monitored and maintained
			Prepares Journal Entry Voucher for Trust Receipts	150	100%	150	5	5	5	5.00	Monitored and maintained



NO.	MFO & PAPs	Success Indicators	Task Assigned	Jan.-June 2022 Target	Percentage of Accomplishments	Details of Accomplishment	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
		No. of accounts maintained and posted	Maintains and post to subsidiary ledgers for cash advances and cash in bank accounts for Business Related Funds	50	100%	50	5	5	5	5.00	Monitored and maintained
			Maintains and post to subsidiary ledgers for cash advances and cash in bank accounts for Trust Receipts	70	100%	70	5	5	5	5.00	Monitored and maintained
		No. of entries for liquidation of cash advances	Prepares liquidation summary report for Business Related Funds.	12	100%	12	5	5	5	5.00	Monitored and maintained
			Prepares liquidation summary report for Trust Receipts.	12	100%	12	5	5	5	5.00	Monitored and maintained
		No. of Trial Balance prepared within the mandated time	Prepares Trial Balance for Business Related Funds	12	100%	12	5	5	5	5.00	Monitored and maintained
			Prepares Trial Balance for Trust Receipts	12	100%	12	5	5	5	5.00	Monitored and maintained
		No. of schedules prepared within the mandated time	Prepares schedules under BRF	44	100%	44	5	5	5	5.00	Monitored and maintained
			Prepares schedules under Trust Receipts	40	100%	40	5	5	5	5.00	Monitored and maintained
		No. of reports prepared	Prepares summary of quarterly disbursements for Fund Cluster 06	4	100%	4	5	5	5	5.00	Monitored and maintained
			Prepares summary of quarterly disbursements for Fund Cluster 07	4	100%	4	5	5	5	5.00	Monitored and maintained
		No. of reports prepared per projects	Prepares annual Income Statement for Income Generating Projects (IGP)	14	100%	14	5	5	5	5.00	Monitored and maintained
		No. of reports prepared	Prepares Annual Financial Report for Distribution of Net Income for sharing under Income Generating Projects	14	100%	14	5	5	5	5.00	Monitored and maintained
		No. of equipments posted and computed	Posts montly Property, Plant & Equipment to Schedule and computes depreciation expenses	300	100%	300	5	5	5	5.00	With existing concerns for reconciliation
		No. of PPE's prepared	Prepares subsidiary ledger for PPE (all funds)	55	100%	55	4	4	4	4.00	With existing concerns for reconciliation
		No. of Financial Statements prepared within the mandated time	Prepares quarterly Financial Statements for submission to COA, DBM, GAS and other concerned agencies for Business Related Funds.	20	100%	20	5	5	5	5.00	Monitored and maintained; currently experiencing delays
			Prepares Financial Statements for submission to COA, DBM, GAS and other concerned agencies for Trust Receipts.	20	100%	20	5	5	5	5.00	Monitored and maintained; currently experiencing delays

NO.	MFO & PAPs	Success Indicators	Task Assigned	Jan.-June 2022 Target	Percentage of Accomplishments	Details of Accomplishment	Rating				Remarks
							Q¹	E²	T³	A⁴	
ACCTG. MFO 4	Innovation & Best Practices Services or Continual Improvement and Management Services	No. of operations manuals prepared, developed and approved		1	100%	1	5	5	5	5.00	Applied and consistent
		No. of innovations for improved university operations		1	100%	1	5	5	5	5.00	Applied and consistent
		No. of best practices achieved		2	100%	2	5	5	5	5.00	Applied and consistent
	<b>Total Over-all Rating</b>						<b>164</b>	<b>164</b>	<b>162</b>	<b>163.33</b>	

Average Rating (Total Over-all rating divided by # of entries)				4.95
Additional Points:				
Punctuality				
Approved Additional points (with copy of approval)				
FINAL RATING				4.95
ADJECTIVAL RATING				Outstanding

<b>Comments &amp; Recommendations for Development Purpose:</b>		<u>For promotion. Grant regular plantilla position.</u>

Evaluated and Rated by:

NICK FREDDY R. BELLO  
OIC-Head Accounting Office  
Date: \_\_\_\_\_

1 - quality  
2 - efficiency

Recommending Approval:

LOUELLA C. AMPAC  
Director for Financial and Management  
Date: \_\_\_\_\_

Approved:

DANIEL LESLIE S. TAN  
Vice Pres. For Admin and Finance  
Date: \_\_\_\_\_

3 - timeliness  
4 - average





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July 1-December 31, 2022**

Name of Staff: Jhonavel R. Castil

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 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		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		N/A				
Average Score		4.92				

Overall recommendation : \_\_\_\_\_



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



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JHONAVEL R. CASTIL**

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:

  
**JHONAVEL R. CASTIL**  
Name of Ratee Faculty/Staff