

### COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


Name of Administrative Staff: NILDA D. GACUTAN

| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight<br>70%<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|-------------------------|---------------------------------|---|
| 5. Numerical Rating per IPCR  | 4.93                    | 4.93 x 70%                      | 3.45                                    |
| 6. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 4.92                    | 4.92 x 30%                      | 1.48                                    |
| <b>TOTAL NUMERICAL RATING</b>   |                         |                                 | <b>4.93</b>                             |


TOTAL NUMERICAL RATING: 4.93  
 Add: Additional Approved Points, if any: 0.00  
 TOTAL NUMERICAL RATING: 4.93

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

  
 SANDRA C. TIUN  
 Administrative Assistant III

Reviewed by:

  
 ERLINDA S. ESGUERRA  
 Head, Accounting Office

Recommending Approval:

  
 REMBERTO A. PATINDOL  
 Chairman, PMT

Approved:

  
**EDGARDO E. TULIN**  
 President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **NILDA D. GACUTAN**, 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 July 1 to Dec. 31, 2017

*Nilda D. Gacutan*  
**NILDA D. GACUTAN**  
Ratee

Approved:

*Erinda S. Esguerra*  
**ERLINDA S. ESGUERRA**  
Head of Unit

| MFO & PAPs           | Success Indicators   | Tasks Assigned  | 2017 Target | Percentage of Accomplishments As of Dec. 31, 2017 | Details of Accomplishment                     | Rating |    |    |      | Remarks |
|----------------------|--|---|-------------|---|---|--------|----|----|------|---------|
|                      |  |   |             |   |   | Q1     | E2 | T3 | A4   |         |
| Bookkeeping Services | No. of entries encoded to BAOM and recorded error free               | Encodes & records vouchers, payrolls and JEV Internally Generated Fund.   | 2,000       | 122%  | encoded and recorded 2450 vouchers/payroll    | 5      | 5  | 5  | 5.00 |         |
|                      | No. of transactions posted error free                                | Posts transactions to General and Subsidiary Ledgers for Internally Generated Funds.  | 500         | 134%  | posted 670 transactions to SL and GL          | 5      | 5  | 5  | 5.00 |         |
|                      | No. of journals prepared within the mandated time                    | Prepares check disbursement journals and JEV for fund 164   | 50          | 148%  | prepared 74 journals                          | 5      | 5  | 5  | 5.00 |         |
|                      | No. of journals prepared within the mandated time                    | Consolidates CKD for Internally Generated Funds   | 10          | 140%  | consolidated 14 transactions                  | 5      | 5  | 4  | 4.67 |         |
|                      | No. of journals prepared within the mandated time                    | Prepares General Journals and Journal Entry Voucher for Internally Generated Funds  | 150         | 123%  | prepared 185 journals                         | 5      | 5  | 5  | 5.00 |         |
| Financial Report     | No. of check disbursement journals prepared within the mandated time | Consolidates CKD for fund 164 and 4 branch campuses   | 20          | 125%  | prepared 25 journals                          | 5      | 5  | 4  | 4.67 |         |
|                      | No. of reports prepared within the mandated time                     | Prepares bank reconciliatin statements for fund 164 plain and Cebu, 101T Plain and Cebu, AREC, VSU Hospital, Snior High and Fund 161 ( 8 bank accounts) | 48          | 100%  | prepared 48 bank reconciliation statements    | 5      | 5  | 5  | 5.00 |         |
|                      | No. of schedule of cash advances prepared within the mandated time   | Prepares aging schedules of cash advance for operating expenses, cash advance for special disbursing officers, advances to officers and                 | 36          | 100%  | prepared 36 schedules of cash advance and A/R | 5      | 5  | 5  | 5.00 |         |
|                      | No. of Trial Balance prepared within the mandated time               | Prepares Trial Balance for Internally Generated Funds   | 6           | 100%  | prepared 6 Trial Balance                      | 5      | 5  | 5  | 5.00 |         |

| MFO & PAPs  | Success Indicators                               | Tasks Assigned   | 2017 Target | Percentage of Accomplishments As of Dec. 31, 2017 | Details of Accomplishment     | Rating         |                |                |                | Remarks  |
|---|--|--|-------------|---|-------------------------------|----------------|----------------|----------------|----------------|--|
|   |  |  |             |   |                               | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |  |
|   | No. of reports prepared within the mandated time | Prepares quarterly financial reports such as Financial Position, Financial Performance, and changes in Gov't Equity under fund 164 | 18          | 100%  | prepared 18 financial reports | 5              | 5              | 5              | 5.00           |  |
| <b>Total Over-all Rating</b>  |  |  |             |   |                               | 50             | 50             | 48             | 49.333         |  |
| <b>Average Rating</b> (Total Over-all rating divided by # of entries) |  |  |             |   | 4.93                          |                |                |                |                | <b>Comments &amp; Recommendations for Development Purpose:</b> |
| <b>Additional Points:</b>   |  |  |             |   |                               |                |                |                |                |  |
| <b>Punctuality</b>  |  |  |             |   |                               |                |                |                |                |  |
| <b>Approved Additional points</b> (with copy of approval)             |  |  |             |   |                               |                |                |                |                |  |
| <b>FINAL RATING</b>   |  |  |             |   | 4.93                          |                |                |                |                |  |
| <b>ADJECTIVAL RATING</b>  |  |  |             |   | Outstanding                   |                |                |                |                |  |

Received by:

T. L. QUINANOLA  
PRPEO

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

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

Calibrated by:

REMBERTO A. PATINDOL  
PMT

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

Recommending Approval:

REMBERTO A. PATINDOL  
Vice President

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

Approved:

EDGARDO E. TULIN  
President

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



## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1-Dec. 31, 2017

Name of Staff: Nilda G.Gacutan Position: Administrative Assistant 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  |   |       |   |   |   |   |
| 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  | 59   |   |   |   |   |
| Average Score  | 4.92 |   |   |   |   |

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

  
ERLINDA S. ESGUERRA  
Name of Head