



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

**Annex P**

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

| Particulars<br>(1)                                                                                        | Numerical<br>Rating (2) | Percentage<br>Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|-----------------------------------------------------------------------------------------------------------|-------------------------|-----------------------------|-----------------------------------------|
| 3. Numerical Rating per IPCR                                                                              | 4.89                    | 70%                         | 3.423                                   |
| 4. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 4.92                    | 30%                         | 1.476                                   |
| <b>TOTAL NUMERICAL RATING</b>                                                                             |                         |                             | <b>4.899</b>                            |

TOTAL NUMERICAL RATING: 4.899

Add: Additional Approved Points, if any:       

TOTAL NUMERICAL RATING: 4.899

FINAL NUMERICAL RATING 4.899

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

  
**JHONAVEL R. CASTIL**  
Administrative Aide III

Reviewed by:

  
**ERLINDA S. ESGUERRA**  
Head, Accounting Office

Recommending Approval:

  
**LOUELLA C. AMPAC**  
Director, Financial Management Office

Approved:

  
**REMBERTO A. PATINDOL**  
Vice President, Administration and Finance Office

### 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 accomplishments in accordance with the indicated measures for the period of January 1 to June 30, 2021.

**JHONAVEL R. CASTIL**  
Ratee

  
**ERLINDA S. ESGUERRA**  
Head of Unit

| NO.          | MFO & PAPs                                     | Success Indicators                                                              | Task Assigned                                                                                                                                      | Jan.-June 2021 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> |         |
| ACCTG. MFO 1 | Administrative & Support Services & Management | No. of external linkages for improved financial management developed/maintained | COA & DBM                                                                                                                                          | 2 External Linkages                                                                               | 100%                          | 2 External Linkages            | 5              | 5              | 5              | 5.00           |         |
|              |                                                | 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%                          | 100                            | 5              | 5              | 5              | 5.00           |         |
| ACCTG. MFO 2 | Disbursement/Processing Services               | No. of transactions encoded/recorded error free                                 | 06-BRF-Encodes & records entries to BAOM                                                                                                           | 1000 entries encoded & recorded                                                                   | 80%                           | 800 entries encoded & recorded | 5              | 4              | 4              | 4.33           |         |
| ACCTG. MFO 3 | Bookkeeping Services                           | No. of transactions posted                                                      | Posts transactions to SL and GL for Business Related Fund                                                                                          | 1,000                                                                                             | 85%                           | 850                            | 5              | 5              | 4              | 4.67           |         |
|              |                                                | No. of transactions posted                                                      | Posts transactions to SL for DUE TO NGAS                                                                                                           | 1,000                                                                                             | 65%                           | 650                            | 5              | 5              | 4              | 4.67           |         |
|              |                                                | No. of entries consolidated error free                                          | Consolidates CkDJ of the main campus under BRF                                                                                                     | 6                                                                                                 | 100%                          | 6                              | 5              | 5              | 5              | 5.00           |         |
|              |                                                | 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           |         |
|              |                                                | No. of journals prepared within the mandated time                               | Prepares Monthly General Journals for Business Related Funds                                                                                       | 6                                                                                                 | 100%                          | 6                              | 5              | 5              | 5              | 5.00           |         |
|              |                                                | No. of reports prepared                                                         | Prepares Journal Entry Voucher for Fund 06-BRF                                                                                                     | 6                                                                                                 | 100%                          | 6                              | 5              | 5              | 5              | 5.00           |         |
|              |                                                | No. of accounts maintained and posted                                           | Maintains and post to subsidiary ledgers for cash advances and cash in bank accounts                                                               | 15                                                                                                | 72%                           | 15                             | 5              | 5              | 4              | 4.67           |         |
|              |                                                | No. of entries for liquidation of cash advances                                 | Prepares liquidation summary report for Business Related Funds.                                                                                    | 5                                                                                                 | 100%                          | 5                              | 5              | 5              | 5              | 5.00           |         |
|              |                                                | No. of Trial Balance prepared within the mandated time                          | Prepares Trial Balance for Business Related Funds                                                                                                  | 6                                                                                                 | 100%                          | 6                              | 5              | 5              | 5              | 5.00           |         |
|              |                                                | No. of schedules prepared within the mandated time                              | Prepares schedule of A/R, Petty Cash, Other Recivables, Spec. Disb. Officer and Other Payables under BRF                                           | 9                                                                                                 | 80%                           | 8                              | 5              | 5              | 4              | 4.67           |         |

|              |                                                                   |                                                               |                                                                                                                        |     |      |                                                          |     |     |     |        |  |
|--------------|-------------------------------------------------------------------|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-----|------|----------------------------------------------------------|-----|-----|-----|--------|--|
|              |                                                                   | No. of reports prepared                                       | Prepares summary of quarterly disbursements for Fund Cluster 06                                                        | 2   | 100% | To be submitted within the first quarter of the ff year. | 5   | 5   | 5   | 5.00   |  |
|              |                                                                   | No. of reports prepared per projects                          | Prepares Income Statement for review                                                                                   | 14  | 100% | To be submitted within the first quarter of the ff year. | 5   | 5   | 5   | 5.00   |  |
|              |                                                                   | No. of reports prepared                                       | Prepares Annual Financial Report for Distribution of Net Income for sharing under Income Generating Projects           | 1   | 100% | To be submitted within the first quarter of the ff year. | 5   | 5   | 5   | 5.00   |  |
|              |                                                                   | No. of reports prepared                                       | Prepares Annual Subsidiary Ledger Report for 101 Trust Projects for submission to COA                                  | 1   | 100% | To be submitted within the first quarter of the ff year. | 5   | 5   | 5   | 5.00   |  |
|              |                                                                   | No. of equipments posted and computed                         | Posts Property, Plant & Equipment to PPELC and computes depreciation expenses                                          | 100 | 100% | 100                                                      | 5   | 5   | 5   | 5.00   |  |
| ACCTG. MFO 4 | Innovation & Best Practices Services or Continual Improvement and | No. of PPE's prepared                                         | Prepares subsidiary ledger for PPE (all funds)                                                                         | 55  | 100% | 55                                                       | 5   | 5   | 5   | 5.00   |  |
|              |                                                                   | No. of Financial Statements prepared within the mandated time | Prepares Financial Statements for submission to COA, DBM, GAS and other concerned agencies for Business Related Funds. | 10  | 100% | 10                                                       | 5   | 5   | 5   | 5.00   |  |
|              |                                                                   | No. of innovations for improved university operations         |                                                                                                                        | 1   | 100% | 1                                                        | 5   | 4   | 5   | 4.67   |  |
|              |                                                                   | No. of best practices achieved                                |                                                                                                                        | 1   | 100% | 1                                                        | 5   | 5   | 5   | 5.00   |  |
|              | Total Over-all Rating                                             |                                                               |                                                                                                                        |     |      |                                                          | 110 | 108 | 105 | 107.67 |  |

|                                                                |  |  |  |             |
|----------------------------------------------------------------|--|--|--|-------------|
| Average Rating (Total Over-all rating divided by # of entries) |  |  |  | 4.89        |
| Additional Points:                                             |  |  |  |             |
| Punctuality                                                    |  |  |  |             |
| Approved Additional points (with copy of approval)             |  |  |  |             |
| FINAL RATING                                                   |  |  |  | 4.89        |
| ADJECTIVAL RATING                                              |  |  |  | Outstanding |

**Comments & Recommendations for Development Purpose:** To attend trainings for updates on Acctg. System.

Evaluated and Rated by:

  
**ERLINDA S. ESGUERRA**  
 Head, Accounting Office  
 Date: 23 June 2021

1 - quality

2 - efficiency

Recommending Approval:

  
**LOUELLA C. AMPAC**  
 Director, Financial Management Office  
 Date: 23 June 2021

3 - timeliness

Approved:

  
**REMBERTO A. PATINDOL**  
 Vice Pres. for Admin. & Finance  
 Date: 24 June 2021

4 - average

## PERFORMANCE MONITORING FORM

Name of Employee: JHONAVEL R. CASTIL

| 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        | Encodes & records entries to BAOM for Fund 06- BRF                                                                                                 | Journals encoded & recorded                   | End of Month  | 1 day after                                 | within a day             | Very Impressive    | Outstanding                     |                         |
| 2        | Posts transactions to SL and GL for Business Related Fund                                                                                          | Posted transactions to GL & SL                | Monthly       | 10 days preparations of documents           | within the week          | Very Impressive    | Outstanding                     |                         |
| 3        | Posts transactions to SL for 101-T Due to NGA'S                                                                                                    | Posted transactions to SL                     | Monthly       | 3 days preparations                         | within the week          | Very Impressive    | Outstanding                     |                         |
| 4        | Consolidates all transactions of the branch campuses such as CRJ, CDJ, CkDJ and post to General and subsidiary ledgers for Business Related Funds. | Prepared Monthly Consolidated journals        | Monthly       | 5 days after preparations of necessary docs | within a day             | Very Impressive    | Outstanding                     |                         |
| 5        | Prepares Statement of income and Expenses for Income Generating Projects                                                                           | Prepared & Posted Monthly Income and expenses | Monthly       | 3 days preparations                         | 1 day after              | Impressive         | Very Satisfactory               |                         |
| 6        | Maintains and post to subsidiary ledgers for cash advances and cash in bank accounts                                                               | Posted transactions to ledgers                | Quarterly     | 5 days of preparations                      | 2 days after             | Very Impressive    | Outstanding                     |                         |
| 7        | Prepares liquidation summary report for Business Related Funds.                                                                                    | Prepared liquidation summary report           | Monthly       | 2 days after the reports posted & recorded  | within a day             | Impressive         | Very Satisfactory               |                         |
| 8        | Prepares schedule of A/R, Petty Cash, Other Recivables, Spec. Disb. Officer and Other Payables under BRF                                           | Prepared Schedules of Cash advances           | Quarterly     | 2 days preparation                          | within a day             | Very Impressive    | Outstanding                     |                         |
| 9        | Prepares Trial Balance for Fund 06 - BRF                                                                                                           | Prepared Trial Balance                        | Monthly       | 2 days preparation                          | 2 days after             | Very Impressive    | Outstanding                     |                         |
| 10       | Prepares annual FR for distribution of net income for sharing                                                                                      | Prepared Financial Statements per project     | annually      | 5 days after preparations of necessary docs | 2 days after             | Very Impressive    | Outstanding                     |                         |
| 11       | Posts Property, Plant and Equipment and computes depreciation expenses                                                                             | Posted and computed dep. expenses of PPE      | Monthly       | 3 days preparations all funds               | 1 day after              | Very Impressive    | Outstanding                     |                         |
| 12       | Prepared Financial Statements for submission to COA, DBM,/GAS and other concerned agencies for Fund Cluster 06 BRF                                 | Prepared Financial Statements                 | Monthly       | 5 days after preparations of necessary docs | within a day             | Very Impressive    | Outstanding                     |                         |

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

  
**ERLINDA S. ESGUERRA**  
 Head, Accounting Office



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January 1 – June 30, 2021**

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

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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| B. Leadership & Management ( <i>For supervisors only to be rated by higher supervisor</i> ) |                                                                                                                                                                                                                           | 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                                                                               |                                                                                                                                                                                                                           | 4.92  |   |   |   |   |

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

  
**ERLINDA S. ESGUERRA**  
 Head, Accounting Office

**Exhibit L**

**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: June 30, 2021

First Step:

Training on financial management

Result: Improved Performance

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

Next Step:

Recommend for Promotion

Outcome: \_\_\_\_\_

Final Step/Recommendation:

Prepared by:

  
**ERLINDA S. ESGUERRA**  
Unit Head

Conforme:

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