

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **BEVERLY ANN B. ELNAS**

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 1,2024

Target Date: November 30,2024

First Step:

Attend accounting and supervisory related training

Result

Increased accounting and supervisory skills as Head of the Bookkeeping Section.

Date: _____ Target Date: _____


Next Step:

Recommended for Promotion

Outcome: _____

Final Step/Recommendation:

Prepared by:


NICK FREDDY R. BELLO
Immediate Supervisor

Conforme:


BEVERLY ANN B. ELNAS
Name of Ratee Faculty/Staff

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

ELNAS, staff of the Accounting Office commits to deliver and agree to be rated on the attainment of the following in accordance with the indicated measures for the period of March 4 to June 30, 2024.

Prepared by:

BEVERLY ANN B. ELNAS

Ratee

Date: July 25, 2024

Approved:

NICK FREDDY R. BELLO

OIC - Head of Unit

Date: July 25, 2024

Rating Equivalents:				
5 - Outstanding				
4 - Very Satisfactory				
3 - Satisfactory				
2 - Fair				
1 - Poor				

FPO & PAP	Success Indicators	Task Assigned	Mar.-June 2024 Target	Details of Accomplishment	Rating					Remarks
					Q1	E2	T3	A4		
UMFO5: SUPPORT TO OPERATIONS										
Acctg MFO1: ISO 9001:2015 aligned documents										
	Number of quality procedures maintained/prepared/revised	Assist and maintain procedure requirements	1	1	5	5	5	5	5.00	Introduce the used of ISO Form and used it accordingly.
Acctg MFO2: Innovation & best practices services										
	PI2. Number of innovation for improved university operations	Assists in innovations of the improvement of university operations	1	1	5	5	5	5.00	Use of Google drive and external hard drive for back up data storage.	
	PI3. Number of best practices achieved	Assists in best practices achieved	1	1	5	5	5	5.00	Updated filing of documents.	
UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES										
Acctg MFO1: Administration Support Services & Management										
	No. of external linkages for improved financial management developed/maintained	Maintain relationship with external linkages	2 External Linkages: COA and DBM	2	5	5	5	5.00	2 External Linkages: COA and DBM	
	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	Zero Complaints	4	4	4	4.00	100% no complaint; Served clients with courtesy; immediate response to client needs and inquiries	
	Percentage of NCS received and acted	Practice ISO Requirements	Zero	0	5	5	5	5.00	No NCS received	

Practice ISO Requirements	Zero	0	5	5	5	5	5.00	No CARs received
Practice ISO Requirements	Zero	0	5	5	5	5	5.00	No CARs received
Accounting Services								
No. of transactions encoded/recorded error free	700 entries encoded & recorded	666	5	5	5	5.00	Encoded and recorded entries to BAOM from January to May and June 1-7, 2024.	
No. of transactions posted	205	205	5	5	4	4.67	Posted transactions to SL and GL from January to May 2024	
No. of entries consolidated error free	5	5	5	5	5	5.00	Consolidated CKDJ of the main campus from January to May 2024	
No. of consolidated reports	20	20	5	5	5	5.00	Consolidated all transactions from all other campuses from January to May 2024	
No. of journals prepared within the mandated time	5	5	5	5	5	5.00	Prepared monthly general journal from January to May 2024	
No. of reports prepared	113	113	5	5	5	5.00	Prepared JEV up to May 2024 (total JEV 113)	
No. of accounts maintained and posted	106	106	5	5	4	4.67	Posted to SL the cash advances and cash in bank accounts from January to May 2024	
No. of entries for liquidation of cash advances	5	5	5	5	5	5.00	Prepared liquidation summary report from January to May 2024	
No. of Trial Balance prepared within the mandated time	5	5	5	5	5	5.00	All transactions posted to TB and prepared TB from January to May 2024	
No. of schedules prepared within the mandated time	13	13	5	5	5	5.00	Prepared schedules for the 1st Quarter.	

	reports prepared	Prepares summary of quarterly disbursements for Fund Cluster 07- Trust Receipts	1	1	5	5	4	4.67	Prepared and summarized the quarterly disbursements for the 1stQ.
	No. of equipments posted and computed	Posts Property, Plant & Equipment to Schedule and computes depreciation expenses	24	24	5	5	5	5.00	Updated the PPE schedule up to May 2024 and compute depreciation up to 1stQ.
	No. of PPE's prepared	Prepares subsidiary ledger for Property, Plant and Equipment (all funds)	31	31	5	5	5	5.00	Posted and updated the SL of PPEs for all funds from January to March 2024
	No. of Financial Statements prepared within the mandated time	Prepares Financial Statements for submission to COA, DBM, GAS and other concerned agencies for Trust Receipts.	21	21	5	5	4	4.67	Prepared and submitted the FS to COA from January to May 2024; FAR5 submitted to DBM - 1stQ
	No. of Bank Reconciliation for Trust Receipts Reports prepared	Prepares Monthly Bank Reconciliation Reports for 101 Trust Receipts, VSU-CEBU, VSU-HOSPITAL PH and PF	32	26	5	5	5	5.00	Prepared bank recon for General Trust - January to December 2023 & January to April 2024; VSU Hospital PH & PF - January to May 2024; Cebu Trust - waiting for the bank statement
	No. of Consolidated Financial Statements prepared quarterly and year end	Prepares Quarterly consolidated Financial Statements for All Funds	1	1	5	5	4	4.67	Prepared and submitted the FS for All Funds to COA - 1stQ 2024
	No. of Consolidated Financial Statements prepared quarterly and year end	Prepares Quarterly consolidated Trial Balance for All Funds	1	1	5	5	4	4.67	Prepared and submitted the TB for All Funds to COA - 1stQ 2024
	Total Over-all Rating		119	119	119	113	117.00		

Average Rating (Total Over-all rating divided by #	4.88
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.88
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:
 Dependable and Responsive. Efficient in accomplishing her tasks.

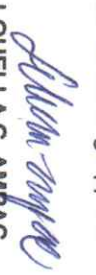
Evaluated and Rated by:


NICK FREDDY R. BELLO

OIC-Head Accounting Office

Date: July 25, 2024

Recommending Approval:


LOUELLA C. AMPAC

Director for Financial and Management

Date: July 25, 2024

Approved:


ELWIN JAY V. YU

Vice Pres. for Admin. and Finance

Date: July 25, 2024

1 - quality
2 - efficiency

3 - timeliness
4 - average



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **BEVERLY ANN B. ELNAS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.88	70%	3.41
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.50
TOTAL NUMERICAL RATING			4.91

TOTAL NUMERICAL RATING: 4.91

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.91

ADJECTIVAL RATING: Outstanding

Prepared by:

BEVERLY ANN B. ELNAS
Accountant I

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





Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2024

Name of Staff: **ELNAS, BEVERLY ANN B.**

Position: **Accountant I**


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



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	60				
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	5				
Overall recommendation:	Keep up the good work				


NICK FREDDY R. BELLO
 OIC-Head, Accounting Office

PERFORMANCE MONITORING FORM


Name of Employee: BEVERLY ANN ELNAS

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 07-Trust Receipts	Encoded and posted all transactions to BAOM	Monthly	5 days	5 days	Very Impressive	Outstanding	
2	Posts transactions to SL and GL for Trust Receipts	Posted transactions to SL and GL	Monthly	3 days	3 days	Very Impressive	Outstanding	
3	Consolidates CKDJ of the main campus under Trust Receipts	Consolidated CKDJ of Main Campuses	Monthly	1 day	within a day	Very Impressive	Outstanding	
4	Consolidates all transactions of the branch campuses such as CRJ, CDJ, CKDJ and post to General and subsidiary ledgers	Consolidated all transactions from other campuses and posted to General and Subsidiary Ledger	Monthly	2 days	2 days	Very Impressive	Outstanding	
5	Prepares Monthly General Journals for Trust Receipts.	Prepared and posted general journals	Monthly	1 day	within a day	Very Impressive	Outstanding	
6	Prepares Journal Entry Vouchers for Trust Receipts	Prepared and posted journal entry vouchers	Monthly	1 day	within a day	Very Impressive	Outstanding	
7	Maintains and post to subsidiary ledgers for cash advances and cash in bank accounts for 101 Trust Receipts	Maintained and posted transactions to SL for Cash Advances and cash in bank	Monthly	1 day	within a day	Very Impressive	Outstanding	
8	Prepares liquidation summary report for Trust Receipts.	Prepared summarized liquidation report	Monthly	1 day	within a day	Very Impressive	Outstanding	
9	Prepares Trial Balance for Trust Receipts	Prepared Trial Balance	Monthly	1 day	within a day	Very Impressive	Outstanding	
10	Prepares schedules under Trust Receipts	Prepared schedules of accounts	Quarterly	2 days	2 days	Very Impressive	Outstanding	
11	Prepares summary of quarterly disbursements for Fund Cluster 07-Trust Receipts	Prepared summarized quarterly disbursements	Quarterly	2 days	2 days	Very Impressive	Outstanding	
12	Posts Property, Plant & Equipment to Schedule and computes depreciation	Posted and updated PPE Schedule and Computed Depreciation	Monthly	2 days	2 days	Very Impressive	Outstanding	

	Primary ledger for Plant and Equipment (funds)	Maintained subsidiary ledger of PPE's for all funds	Monthly	2 days	2 days	Very Impressive	Outstanding
15	Prepares Financial Statements	Prepared Financial	Monthly	2 days	2 days	Very	Outstanding
	Prepares Monthly Bank	Prepared bank	Monthly	3 days	3 days	Very	Outstanding
16	Prepares Quarterly consolidated	Prepared consolidated	Quarterly	2 days	2 days	Very	Outstanding
17	Prepares Quarterly consolidated	Prepared consolidated	Quarterly	2 days	2 days	Very	Outstanding

* Either very impressive, impressive, needs improvement, poor, very poor
 ** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


NICK FREDDY R. BELLO
 OIC Head, Accounting Office