

University of the Philippines
CU : UP SYSTEM ADMINISTRATION

AUG 25 2016

Advance copy only : still @ OVPFF
for signature of VP JAL.

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INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

BY: *QVPFF*

I, **SUSAN C. SANCHEZ** of the **UP SYSTEM ACCOUNTING OFFICE** Section of **BOOKKEEPING SECTION** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **01 January to 30 June 2016**

Rating Scale

Outstanding	130% and above	5
Very Satisfactory	115% - 129%	4
Satisfactory	90% - 114%	3
Unsatisfactory	51% - 89%	2
Poor	50% and below	1

Susan C. Sanchez
SUSAN C. SANCHEZ

Ratee

Date: January 20, 2016

b. Reviewed by:	Date	c. Approved by:	Date
<i>Norren P. Escultura</i> NORREN P. ESCULTURA AVP for Planning and Finance	<u>1/20/16</u>	<i>Josefito G. Florendo</i> JOSELITO G. FLORENDO AVP for Planning and Finance	

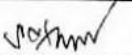
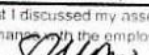
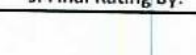
Part I. Performance - 80%

Major Final Output (d)	Success Indicator (Targets+Measures) (e)	Actual Accomplishments (f)	% Distribution (g)	Rating				Ave. Score (k = ave of h, i, j) (l = g x k)	Remarks (m)
				Q ¹ (h)	E ² (i)	T ³ (j)	A ⁴ (k = ave of h, i, j)		

Support Functions:

UP System Administration Computerized Book of Accounts	100 % of Financial Reports are generated in compliance with its Internal and External Stakeholders' reportorial requirements 15 working days after all data have been posted to the Computerized Accounting System (Quality and Timeliness)	1.) Posted 50 bundles of RADAs monthly 2 days upon receipt	1%	5	4	4.50	0.045	
UP System Administration and Systemwide Financial Statements	100 % of supporting schedules to financial statements are prepared 10 days upon receipt of the computerized subsidiary ledger. (Quality and Timeliness)	1.) Analyzes and Consolidates the trial balances of 4 funds of the different CUs and advises them of any corrections or adjustments needed 5 working days upon receipt of Trial Balances.	10%	5	5	5.00	0.500	
1.a Consolidates and Analyzes the Financial Monitoring Reports of the 8 Campuses 2 days upon receipt of reports.		1.a Consolidated and Analyzed the Financial Monitoring Reports of the 8 Campuses within the day upon receipt of reports	8%	5	5	5.00	0.400	
1.b Prepares the necessary working papers for the preparation of the following consolidated financial statements quarterly 7 working days upon receipt of the Balance Sheet, Statement of Income and Expenses, Statement of Cash Flow, Statement of Government Equity and other reports required by the public and private agencies.		1.b) Prepared the necessary working papers for the preparation of the following consolidated financial statements quarterly 3 working days upon receipt of the Balance Sheet, Statement of Income and Expenses, Statement of Cash Flow, Statement of Government	40%	5	5	5.00	2.000	
2.) Consolidates Quarterly Report of Income (FAR # 5) 5 days upon receipt of reports from the CUs.		2.) Consolidated Quarterly Report of Income (FAR # 5) 2 days upon receipt of reports from the CUs	4%	5	5	5.00	0.200	
3.) Reconciles Subsidy to Regional Office and Subsidy from Central Office 7 days upon receipt of reports from the CUs.		3.) Reconciled Subsidy to Regional Office and Subsidy from Central Office 3 days upon receipt of reports from the CUs	5%	5	5	5.00	0.250	

Major Final Output (d)	Success Indicator (Targets+Measures) (e)	Actual Accomplishments (f)	% Distribution (g)	Rating				Ave. Score (l = g x k)	Remarks (m)
				Q ¹ (h)	E ² (i)	T ³ (j)	A ⁴ (k = ave of h, i, j)		
4) Prepares reports needed for the budget hearing (Senate, CHED, DBM and House of Representatives) 7 days upon receipt of request. (Financial Statements, Comparative Breakdown of Expenditures, Detailed Breakdown and Nature of Expenses, Consolidated Schedule of Travel Expenses, Consolidated Sources and Uses of Income, Consolidated Internally Generated Income, Quarterly Report of Income etc.	100 % of supporting schedules to financial statements are prepared 10 days upon receipt of the computerized subsidiary ledger. (Quality and Timeliness)	4) Prepared reports needed for the budget hearing (Senate, CHED, DBM and House of Representatives) 3 days upon receipt of request (Financial Statements, Comparative Breakdown of Expenditures, Detailed Breakdown and Nature of Expenses, Consolidated Schedule of Travel Expenses, Consolidated Sources and Uses of Income, Consolidated Internally Generated Income, Quarterly Report of Income etc.	8%	5		5	5.00	0.400	
5) Reviews the monthly Trial Balances and other Financial Statements of the UPS Administration.		5) Reviewed the monthly Trial Balances and other Financial Statements of the UPS Administration.	5%	5		5	5.00	0.250	
6) Prepares Monthly Report of Disbursements of UP System 10 days upon receipt of Report of Checks		6) Prepared Monthly Report of Disbursements of UP System 4 days upon receipt of Report of Checks Issued (MDS) - FAR # 4	1%	5		4	4.50	0.045	
UP System Administration Supporting Schedules to Financial Statements (i.e. Bank Reconciliation Statements, Inventories, Schedule of Outstanding Cash Advances, Alphalist, Masterlist of Accounts Payables, Status of Funds, etc)									
1.) Reconciles and analyzes 3 Funds of manual subsidiary ledgers of all cash advances 7 days upon receipt of the computerized Subsidiary ledger.	100 % of supporting schedules to financial statements are prepared 10 working days upon receipt of the computerized subsidiary ledger. (Quality and Timeliness)	1.) Reconciled and analyzed 3 Funds of manual subsidiary ledgers of all cash advances 4 days upon receipt of the computerized Subsidiary ledger.	1%	4		4.5	4.25	0.043	
2.) Prepares monthly Schedules of Outstanding Cash Advances and Progress Reports of Liquidations of Cash Advances for 3 funds 7 working days upon generation of the computerized subsidiary ledger.		2.) Prepared monthly Schedules of Outstanding Cash Advances and Progress Reports of Liquidations of Cash Advances for 3 funds 2 working days upon generation of the computerized subsidiary ledger.	1%	5		5	5.00	0.050	
3.) Prepares clearances of UP employees for retirement/resignation, etc. Purposes within 2 days upon request.	100 % of supporting schedules to financial statements are prepared 10 working days upon receipt of the computerized subsidiary ledger. (Quality and Timeliness)	3.) Prepared clearances of UP employees for retirement/resignation, etc. Purposes 2 hours upon request.	1%	5		5	5.00	0.050	
4.) Prepares Statement of Appropriations, Allotment, Obligations, Disbursement and Balances (FAR 1) and Summary of Appropriations, Allotment, Obligations, Disbursements and Balances by Object of Expenditure (FAR 1.a) quarterly 7 days upon receipt of UPSA's Trial Balance.		4.) Prepared Statement of Appropriations, Allotment, Obligations, Disbursement and Balances (FAR 1) and Summary of Appropriations, Allotment, Obligations, Disbursements and Balances by Object of Expenditure (FAR 1.a) quarterly 5 days upon receipt of UPSA's Trial Balance.	2%	5		4	4.50	0.090	
5.) Prepares Statement of Approved Budget, Utilization, Disbursement and Balances (FAR 2) and Summary of Approved Budget, Utilizations, Disbursements and Balances by Object of Expenditure (FAR 2.a) quarterly 7 days upon receipt of UPSA's Trial		5.) Prepares Statement of Approved Budget, Utilization, Disbursement and Balances (FAR 2) and Summary of Approved Budget, Utilizations, Disbursements and Balances by Object of Expenditure (FAR 2.a) quarterly 7 days upon receipt of UPSA's Trial Balance.	2%	5		4	4.50	0.090	

Major Final Output (d)	Success Indicator (Targets+Measures) (e)	Actual Accomplishments (f)	% Distribution (g)	Rating				Ave. Score (l = g x k)	Remarks (m)
				Q ¹ (h)	E ² (i)	T ³ (j)	A ⁴ (k = ave of h, i, j)		
6.) Prepares Monthly Report of Disbursement 7 days upon receipt of Report of Collection from UPS Cash Office and consolidated TRA from AUs.	100 % of supporting schedules to financial statements are prepared 10 working days upon receipt of the computerized subsidiary ledger. (Quality and Timeliness)	6.) Prepared Monthly Report of Disbursement 4 days upon receipt of Report of Collection from UPS Cash Office and consolidated TRA from AUs.	1%	5		5	5.00	0.050	
7.) Reviews and posts encoded data on the Report of Collections based on Official Receipts.		7.) Reviewed and posted encoded data on the Report of Collections based on Official Receipts	1%	5		5	5.00	0.050	
8.) Reviews and posts Summary of Daily Receipts and Collections of UPS Cash Office, UP Press and UP OAR		8.) Reviewed and posted Summary of Daily Receipts and Collections of UPS Cash Office, UP Press and UP OAR	2%	5		5	5.00	0.100	
UP System Administration Remittances to BIR, PHIC, GSIS and other private agencies.	100% of the processed Disbursement vouchers paid to Suppliers, Contractors, Service providers, employees (regular and contractuels) are withheld with the appropriate tax rates 2 hours after pre-audit. (Quality and Efficiency)								
1.) Reviews taxes withheld and affixes signature on BIR Forms within the day		1.) Reviewed taxes withheld and affixes signature on BIR Forms 4 hours upon receipt	1%	5		5	5.00	0.050	
2.) Approved DVs for remittances 2 days upon receipt		2.) Approved DVs for remittances 2 hours upon receipt	1%	5		5	5.00	0.050	
Processing Disbursement Vouchers for the different transaction of the University of the Philippines System Administration using the NGAS and FMIS	100% of the Disbursement Vouchers are processed and pre-audited for payment 15 working days upon receipt. (Quality and Efficiency)								
1.) Reviews 3 DVs of cash advances daily 5 hours upon receipt of Disbursement Vouchers and verifies its accounting entries for the NGAS/FMIS computerization of accounting system.		1.) Reviewed 5 DVs of cash advances daily 1 hour upon receipt of Disbursement Vouchers and verifies its accounting entries for the NGAS/FMIS computerization of accounting system	1%	5		5	5.00	0.050	
2.) Reviews 3 pre-audited replenishment vouchers daily 5 hours upon receipt.		2.) Reviewed 5 pre-audited replenishment vouchers daily 5 hours upon receipt	1%	5		5	5.00	0.050	
Formulation/Installation/Maintenance of Internal Control System	100 % of the COA Audit Observations and recommendations are responded 15 days upon receipt. Review the implementation of the COA's recommendation and formulate proper internal control system 10 days upon implementation								
1.) Reviews and assists in answering COA Audit Observation memorandum;		1.) Reviewed and assisted in answering COA Audit Observation memorandum.	1%	5		5	5.00	0.050	
2.) Assists in the formulation/installation and Maintenance of Internal Control System that refers to COA AOM.		2.) Assisted in the formulation/installation and Maintenance of Internal Control System that refers to COA AOM	2%	5		5	5.00	0.100	
							4.963		
o. Final Average Rating			100%						
p. Comments and Recommendations for Development Purposes (please use UPSPMS Form No. 5 for Staff Development Plans)									
q. Discussed with		r. Assessed by:		s. Final Rating by:		Date			
 Susan Cruzat Sanchez OIC/Accountant IV Name and Signature of Employee		I certify that I discussed my assessment of the performance with the employee:  Noreen P. Escultura AVP, OVPPF Supervisor		 Joselito G. Florendo VP, OVPPF Head of Office					