

BALANCE SCORE CARD - FINANCE ASSOCIATE									
Perspective	Key Performance Indicators (KPI)	Measure	UOM	Weightage	Target	Actual	Key Initiatives	Remarks	Rating
Financial	MIS Submission w/ PPT Presentation	Updated schedules for all COA under Finance Associate Provide narratives on the MIS Presentation	date	30%	3rd day of Month; 5th day of Month	100%	Improved schedules for all BS Accounts. Have in depth knowledge of monthly movement of Sales by coordinating with SC.	Done every Closing	0.29725
	Assistance in MIS Budget FY24	Assist F&A Manager by providing necessary budget data or other reports as needed by SW International	Annual		December 2022	90%	Timely Submission	Implemented new format for OPEX Budget on a per account basis	
	Monthly/ Quarterly Closing Activities	CASH IN BANK SCHEDULES UITF Monitoring; Forex Monitoring; Bank Recon	date		EOM	100%	Post Collections on time together with dollar purchases	Done every Closing	
		AR SCHEDULES AR Aging; AR Aging per Invoice; Filing of 2307 forms Collection; Filing of Collection Receipts	date		2nd day of Month	99%	Provide AR Updates to the Area Managers; Coordinate for CR & 2307 Closely monitor deposits of PDC from Private Trade Vege Sales. Mid Year AR Confirmation Letters	Done every Closing	
		INVENTORY SCHEDULES Inventory Reconciliation (ERP vs MIS vs Physical) Inventory List FY23 with BIR RECEIVED STAMP	Invty report		2nd day of Month	100%	Made improvements to the Rice Ledger maintained by Supply Chain. File Inventory List after Audit FY23 (with CD). Tallied Inventory EOM signed by Corporate, Supply Chain and Finance Team	Done every Closing	
		FIXED ASSET REGISTER SCHEDULE Asset Tagging; Physical Verification Reports; Posting of Depreciation	PPE report		Week before EOQtr	100%	Coordinate with persons in charge of assets. Post Depreciation Expense on 1st week	Done every Closing	
		ROU SCHEDULE Monitor Movements and prepare journal entry	date		EOM	100%	Coordinate with Mean/ Vince	Done every Closing	
		LEASE LIAB. - NON SCHEDULE Monitor Movements and prepare journal entry	date		EOM	100%	Coordinate with Mean/ Vince	Done every Closing	
		ACCRUED EXPENSES SCHEDULE Monitor Movements of the Balances	date		EOM	100%	Focus on Accruals from Fertilizers, 13th Month, Incentives, Sales and Marketing Expense, Tax and License Fees	Done every Closing	
		AP - TRADE SCHEDULE Raising POs for Local and International Suppliers; AP Aging	date		EOM	100%	PO Filing; Soft/HardCopy Coordinate Mean for incoming Due Dates of Supplier	Done every Closing	
		AP - INWARD FREIGHT SCHEDULE Updated Schedules per PO	date		EOM	100%	Follow up of SOAs from Inward Freight Charges Careful approval of Broker/ Freight Charges together with SC	Done every Closing	
		SALES SCHEDULE Audit of DR, SI, & ATP vs ERP Posting Verify if Sales Price is in line with Official Distributors' Price	date		EOM	100%	Timely Submission to Internal Audit	Submitted Report on a monthly basis along with ad hoc requests	
Customer	COGS Schedule	Assist Marketing Dep't by providing Cost Report for Vege/Rice	date	20%	3rd day of Month	100%	Timely Submission to Internal Audit	Submitted Report on a monthly basis along with ad hoc requests	0.199333
	Credit Limit Policy Implementation & Amendments	Recommend approval of SOA within Credit Limit	Per SOA		April 2022	100%	Provided new formula for Credit Limit Computation	Submitted to Internal Audit	
	Retention Letters & NFCC	Issuance of Retention Letter together with SOAs/ 100% collection of retention and no overdue	Per SI		As Requested	99%	Submission of Retention Letters	Submitted retention letters as requested during the year	
Process	Internal Audit (GT)	Implement findings/Feedback from Internal Auditors	date	35%	Audit Engagement Deadlines	100%	Prepare Scanned Copies before Internal Audit	Provided Schedules as requested	0.35
	External Audit (SGV)	Implement findings/Feedback from External Auditors	date		Audit Engagement Deadlines	100%	Prepare Scanned Copies before Internal Audit	Provided Schedules as requested	
	Tax Audit (BIR)	Filing of Tax Deliverables	date		Tax Deadlines	100%	- EFPS Filing of forms 0619E, 1601E, & Inventory Listing -Quarterly Alphabet filing together with 1601EQ	- EFPS Filing of forms 0619E, 1601E, & Inventory Listing -Quarterly Alphabet filing together with 1601EQ	
People	Skill Upgradation	Online Seminar	date	15%		100%	-Currently Enrolled in Data Analyst Course & MBA Program	-Currently Enrolled in Data Analyst Course & MBA Program	15%

Prepared by:  
  
Vien Castulo

100.00%

Grandtotal

99.66%

Evaluated by:

Norie Avinante