



Annex P

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

Name of Administrative Staff:

Leopoldo S. Escala Jr.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.86	70%	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.85

TOTAL NUMERICAL RATING: 4.85

Add: Additional Approved Points, if any: 0.00

TOTAL NUMERICAL RATING: 4.85

FINAL NUMERICAL RATING 4.85

ADJECTIVAL RATING: Outstanding

Prepared by:

LEOPOLDO S. ESCALA, JR.

Name of Staff

Reviewed by:

JESSAMINE C. ECLEO

Department/Office Head

Recommending Approval:

RYSAN C. GUINOCOR

Dean/Director

Approved:

ELWIN JAY V. YU


Vice President




5.00	
5.00	
5.00	
4.67	
4.33	
5.00	
5.00	
5.00	
5.00	400 replies/communi- cations made
5.00	
4.67	
4.67	
4.67	
4.86	
Recommendations for Development	
a source of	
le	

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LEOPOLDO S. ESCALA JR., of the Procurement Office commits to deliver and agree to the rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2024 .

  
LEOPOLDO S. ESCALA JR. 7/17/24  
Ratee

Approved:

  
JESSAMINE C. ECLEO 7/17/24  
Head

MFOs & PAPs	Success Indicators	Tasks Assigned	Acomplishments		Percent Accomplishment	Rating				Remarks
			Target	Actual		Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
PI 1: ISO 9001:2015 aligned documens and compliant processes	A1. Clients served rated the services received at least very satisfactory	T1. Rating from clients served on services related to BAC secretariat and contract management	Very satisfactory	Very satisfactory	100%	5	4	4	4.33	
		T2. Number of procurement process implemented according to QPs	4	4	100%	5	5	5	5.00	
		T3. Number of reports for publicized projects prepared and submitted to COA within the deadline	2	2	100%	5	5	5	5.00	
OVPAF STO 3: ARTA aligned compliance and reporting requirements										
PI 1: ARTA aligned frontline services	A1. ARTA aligned frontline services	T1. Number of complaints from clients in relation to efficient and customer friendly services	0 complaint	0 complaint	100%	5	5	5	5.00	
OVPAF GASS 1: Administrative and Support Services Management										
PI 1: Administrative and Support Services Management	A1: Administrative and Support Services Management	T1: Number of university committtees/association involvement	2	2	100%	5	5	5	5.00	Bids and Awards Committee, AdPA
		T2. Percentage of CARs received and acted (if any)	100% of CAR acted	0 CAR	100%	5	5	5	5.00	
		T3. Number of report(s) containing data of deliveries (for BED 1 and 3) submitted for review	1	1	100%	5	5	4	4.67	provided Cash Office
		T4. Number of procurement-related documents posted in the Transparency Seal (ITB, Bid Docs, Bid Bulletin, etc.)	80	104	100+%	5	5	5	5.00	
		T5. Percentage of PhilGEPS posting-related documents maintained and filed	100%	100%	100%	5	4	5	4.67	
OVPAF MFO 6: PROCUREMENT SERVICES										
ODAS GASS 3: Procurement Services										
PI 1. Procurement Services	A1. Support Service to the BAC	T1. Number of Invitation to Bid for Competitive Bidding prepared	30	38	100+%	5	5	5	5.00	

		<b>T2.</b> Number of Invitation to Bid for Competitive Bidding posted in the PhilGEPS	30	38	100+%	5	5	5	5.00	
		<b>T3.</b> Number of Bidding Documents for Competitive Bidding prepared and posted in PhilGEPS	30	38	100+%	5	5	5	5.00	
		<b>T4.</b> Number of Bid Bulletin for Competitive Bidding prepared	30	42	100+%	5	5	5	5.00	
		<b>T5.</b> Number procurement opportunities for Alternative Method with ABC of above 50K posted in the PhilGEPS and VSU Website	100	106	100+%	5	5	4	4.67	
		<b>T6.</b> Number of projects procured thru Alternative Method that are posted in the PhilGEPS awarded and updated	50	53	100+%	5	4	4	4.33	
		<b>T7.</b> Number of procurement projects undertaken thru NP-2 Failed Biddings facilitated and awarded	3	4	100+%	5	5	5	5.00	
		<b>T8.</b> No. of BAC meetings facilitated and attended	80	101	100+%	5	5	5	5.00	
		<b>T9.</b> Number of Purchase Order prepared (for NP-2FB and NP-EC modalities)	5	3	60%	5	5	5	5.00	
		<b>T10.</b> Percentage of inquiries/clarifications of Suppliers/cleintele related to procurement answered through Telephone calls, emails, and other media	100%	95%	95%	5	5	5	5.00	400 replies/communications made
		<b>T11.</b> Number of e-mails sent to suppliers/external campuses related to Procurement	100	294	100+%	5	5	5	5.00	
		<b>T12.</b> Percentage of the total amount of the Indicative APP 2024 undertaken early procurement	50%	65.75%	100+%	4	5	5	4.67	
	<b>A2.</b> Contract Management	<b>T1.</b> Number of on-going Purchase Orders (POs)/Contracts for the current year monitored	500	547	100+%	5	4	5	4.67	
		<b>T2.</b> Number of on-going Purchase Orders (POs)/Contracts for the previous years monitored	200	571	100+%	5	4	5	4.67	
<b>Total Overall Rating</b>									4.86	
<b>Average Rating (Total Over-all rating devided by # of entries)</b>			<b>4.86</b>					<b>Comments &amp; Recommendations for Development Purpose:</b>  • Works with a sense of responsibility. • Very dependable		
<b>Additional Points:</b>			-							
<b>Punctuality</b>			-							
<b>Approved Additional points (with copy of approval)</b>			-							
<b>FINAL RATING</b>			<b>4.86</b>							
<b>ADJECTIVAL RATING</b>			<b>Outstanding</b>							

Evaluated & Rated by:

**JESSAMINE C. ECLEO**

Head

Date: 7/17/24

Recommending Approval:

**RYSAN C. GUINOCOR**

Director, ODAS

Date: 7-22-24

Approved by:

**ELWIN JAY V. YU**

VP, Admin. & Finance

Date: 7/23/24



**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January – June 2024

Name of Staff: Leopoldo S. Escala, Jr. Position: Administrative Aide IV

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 ( <i>both for subordinates and supervisors</i> )		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	(5)	4	3	2	1



**PROCUREMENT OFFICE**

Visayas State University, Visca, Baybay City, Leyte  
Email: [procurement@vsu.edu.ph](mailto:procurement@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
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the assignment is not related to his position but critical towards the 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	58				
<b>B. Leadership &amp; Management</b> ( <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	4.83				
Overall recommendation: <i>Can easily cope up with new assigned tasks and works with sense of responsibility.</i>					

  
**JESSAMINE C. ECLEO**  
 Immediate Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Leopoldo S. Escala, Jr.  
Performance Rating: January - June 2024

Aim: Effective and efficient delivery of procurement services

Proposed Interventions to Improve Performance:

Date: January 2024                      Target Date: June 2024

First Step:

Recommend to attend forums and/or refresher course on government  
procurement

Result:

Updated and knowledgeable on procurement policies and procedures  
especially with the updates on the 2016 Revised IRR of RA 9184

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

Next Step:

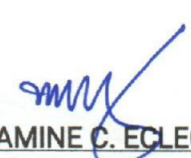
Recommend to attend the COA training on the Laws and Rules on Government  
Expenditures (LARGE)

Outcome: Improved work performance


Final Step/Recommendation:

To be given the higher ROSSS position of the office suited to his qualifications.

Prepared by:

  
JESSAMINE C. ECLEO  
Unit Head

Conforme:

  
LEOPOLDO S. ESCALA JR.  
Name of Ratee Faculty/Staff