






INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, JOEL N. SINAHON, of the Office Procurement Office, of SLSU-Hinunangan Campus, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2023.


JOEL N. SINAHON
 Name and Signature
 Rank/Position: Carvasser
 Date: _____

Reviewed by:			Approved by:				
 <u>MARY D. ALMINE</u> Immediate Head			 <u>NOEL S. BUGAIS</u> Next Higher Supervisor				
RATING SCALE			5 – Outstanding 4 – Very Satisfactory 3 – Satisfactory 2 – Unsatisfactory 1 – Poor				
BREAKTHROUGH GOAL:							
SO4: Meet stakeholders' expectations and requirements							
	Success Indicator (Target + Measure)	Actual Accomplishments	Rating				Remarks
			Q ¹	E ²	T ³	A ⁴	
Strategic Objective							
CORE FUNCTIONS (100%)							

A. Request for Quotation 1. Local	100 % of the local request for quotation are completed 2 days after the date of PR.	Performed 100% of the local request for quotation 2 days after the date of PR. 128 purchase request or equivalent of 384 quotations were distributed to different suppliers.	4	4	3	3,67	6 purchase request or equivalent of 18 quotations were cancelled due to insufficient budget.
2. Outside Municipality and Online	100 % of the Outside Municipality and Online request for quotation are completed 7 days after the date of PR.	Performed 100% of the Outside Municipality and Online request for quotation are completed 7 days after the date of PR. 60 purchase request or equivalent of 190 quotations were distributed to different suppliers online.	4	4	4	4	9 purchase request or equivalent of 27 quotations were cancelled due to insufficient budget.
B. Monitoring of Supplies. 1. Conduct regular follow-up to winning bidders and/or suppliers to ensure fast delivery of purchased items.	100% regular follow-up to winning bidders and/or suppliers to ensure fast delivery of purchased items.	Performed 100% regular follow-up to winning bidders and/or suppliers to ensure fast delivery of purchased items. 173 suppliers were contacted to ensure the fast delivery of purchased items.	4	4	4	4	
2. Ensures that delivered items conforms with specifications in coordination with the inspectorate team.	Ensures 100% that delivered items conforms with specifications in coordination with the inspectorate team	Ensured 100% that delivered items conformed with specifications in coordination with the inspectorate team.	4	4	3	3,67	
C. Facilitated all office work for required a job. 1. Performs other related functions as maybe directed.	Performed 100% of other related functions as maybe directed.	Performed 100% of other related functions as maybe directed	4	4	3	3,67	
						3,8	3,42

SUPPORT FUNCTIONS (10%)							
A. Observance of Internal Policies and Memoranda							
100% of meetings were punctually attended and actively participated from start to finish.	100% of meetings were punctually attend and actively participate from start to finish.	100 % attended the meetings and actively participated.	4	4	3	3.67	
100% of the University's activities attended and actively participated from start to finish.	100% of the University's activities attend and actively participate from start to finish.	100% attended the University activities and actively participated.	4	4	3	3.67	
1. Total Overall Rating						3.67	3.57
2. Final Average Rating							
Adjectival Rating							3.79 VS
DISCUSSED WITH:	DATE	ASSESSED BY:	DATE	APPROVED/FINAL RATING BY		DATE	
 JOEL N. SINAHON EMPLOYEE		I HEREBY CERTIFY THAT I DISCUSSED MY ASSESSMENT OF THE PERFORMANCE WITH THE EMPLOYEE  MARY D. ALMINE IMMEDIATE HEAD		 ENGR. NOEL S. RUGAIS NEXT HIGHER SUPERVISOR			
LEGEND: 1 – QUALITY 2 – EFFICIENCY 3 – TIMELINESS 4 – AVERAGE							