



Visca, Baybay City, Leyte, PHILIPPINES Telefax: +63 53 563-7190 VoIP: 053 565 0600 local 1093 Email: procurement@vsu.edu.ph Website: www.vsu.edu.ph

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

ERLY S. ESGUERRA

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.89	70%	3.423
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
		4.90		

TOTAL NUMERICAL RATING:

4.90

Add: Additional Approved Points, if any:

0.0

TOTAL NUMERICAL RATING:

4.90

FINAL NUMERICAL RATING

4.90

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

Head, Procurement

Recommending Approval:

Director, ODAS

Approved:

VP for Admin. & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>ERLY S. ESGUERRA</u>, of the <u>Office of the Head for Procurement</u> commits to deliver and agree to the rated on the attainment of the following targets in accordance with the indicated measures for the period <u>July</u>

to December 2022 .

ERLY S. ESGUERRA

Approved:

JESSAMINE C. ECLEO

Head

T			Acomplishments		Percent		Rating			Remarks
MFOs & PAPs	Success Indicators	Tasks Assigned	Target	Actual	Accomplishment	Q ¹	E ²	T ³	A ⁴	Kemans
OVPAF STO 1: ISO 9001:20	015 Aligned Documents									
aligned documens and se	1. Clients served rated the ervices received at least very atisfactory	T1. Rating from clients on preparation & monitoring of payment/vouchers	Very satisfactory	Very satisfactory	100.0%	5	5	5	5.00	
		T2. No. of QPs revision/registration facilitated and filed	1	1	100.0%	5	5	5	5.00	
		T3. Number of procurement process implemented according to QPs	2	2	100.0%	5	5	5	5.00	
OVPAF STO 3: ARTA aligne	ed compliance and reporting	requirements								
	1. ARTA aligned frontline ervices	T1.: Number of complaints from clients in relation to efficient and customer friendly services	0 complaint	zero complaint	100.0%	5	5	5	5.00	
OVPAF GASS 1: Administr	rative and Support Services I	Management			1					
and Support Services Su	1: Administrative and upport Services Janagement	T1: Number of university committees/association involvement	1	1	100.0%	5	5	5	5.00	
14.2	-	T2. Percentage of ISO-related files maintained, controlled, and properly filed	100%	100%	100.0%	5	4	4	4.33	-
OVPAF MFO 6: PROCUREN	MENT SERVICES									
ODAS GASS 3: Procurement										
The state of the s	_	<u>T1.</u> Number of vouchers prepared for completed POs/contracts in the current year that are endorsed for payment	300	452	150.7%	5	5	5	5.00	
		T2. Number of vouchers prepared for completed POs/contracts in the previous year that are endorsed for payment	50	64	128.0%	5	5	5	5.00	
		T3. Number of vouchers prepared for payment of refund of retention money/warranty, mobilization (for infra), and other payables	14	55	392.9%	5	5	4	4.67	
Total Overall Rating			-						44.00	

Average Rating (Total Over-all rating devided by # of entries)			4.89
Additional Points:			
Punctuality			
Approved Additional points (with o	copy of approval)		
FINAL RATING			4.89
ADJECTIVAL RATING			Outstanding
Evaluated & Rated by:	Recommending Approval:	Approved by:	
SAMMA	Mon	1 Sm	
JESSAMINE C. ECLEO	RYSAN C. GUINOCOR	DANIEL LESLIE S. TAN	
Head	Director, ODAS	VP, Admin. & Finance	
Date: 4 25	Date: 1 23 23	Date: 1 24 23	

Comments & Re	commendation	s for Developmen	t Purpose
			4



OFFICE THE HEAD FOR PROCUREMENT

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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>July to December 2022</u> Name of Staff: <u>ERLY S. ESGUERRA</u>

Position: Administrative Aide VI

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. C	Commitment (both for subordinates and supervisors)		5	Scale	Э	
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		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 attainment of the functions of the university	5	4	3	2	1
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		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					
	eadership & Management (For supervisors only to be rated by higher upervisor)		5	Scale	Э	
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	
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	
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	
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	
	Total Score		5	19		
	Average Score	(4.92)				

Overall recommendation

Deserves to be promoted to higher positions.

JESSAMINE C. ECLEO 1/19/23 Immediate Supervisor