

PROCE MENT OFFICE

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:

LILIBETH VICTORIA V. PAGALAN

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.83	70%	3.38
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.50
		TOTAL NUI	MERICAL RATING	4.88

TOTAL NUMERICAL RATING:

4.88

Add: Additional Approved Points, if any:

0.0 4.88

TOTAL NUMERICAL RATING: FINAL NUMERICAL RATING

4.88

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

LILIBETH VICTORIA V. PAGALAN

Name of Staff

JESSAMINE C. ECLE

Head, Procurement

Recommending Approval:

RYSAN C GUINOCOR

Director, ASO

Approved:

EDGARDO E. TULIN

VP for Administration & Finance



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## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2023

Name of Staff: LILIBETH VICTORIA V. PAGALAN 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	<b>Descriptive Rating</b>	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	ommitment (both for subordinates and supervisors)		S	cale	)	
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 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	(5)	4	3	2	
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	
12.	Willing to be trained and developed	5	4	3	2	1
-	Total Score			5.	0	

B. Leadership & Management (For supervisors only to be rated by higher supervisor)				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	,			
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					danna			
	Average Score			5.0					

Overall recommendation

Deserves to be promoted to higher positions

JESSAMINE C. ECLEO Immediate Supervisor INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LILIBETH VICTORIA V. PAGALAN, of the Head of Procurement Office commits to deliver and agree to the rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December 2023 .

Approved:

1/21/2024

JESSAMINE C. ECLED Immediate Supervisor

LILIBETH VICTORIA V. PAGALAN

Ratee

	Sugar to Handard	Tasks Assisted	Acompli	ishments	Percent	Rating				Remarks
MFOs & PAPs	Success Indicators	Tasks Assigned	Target	Actual	Accomplishment	Q1	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Remarks
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	Very satisfactory	Very satisfactory	100%	5	5	5	5.00	
OVPAF STO 3: ARTA aligne	ed compliance and reporting requi	rements								
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: Administr	ative and Support Services Manag	ement			7					
PI 1: Administrative and Support Services Management	A1: Administrative and Support Services Management	T1: Number of university committees/association involvement	1	1	100%	5	5	5	5.00	
OVPAF MFO 6: PROCUREN	MENT SERVICES									
ODAS GASS 3: Procurement										
PI 1. Procurement Services	A1. Support Service to the BAC	T1. Number of BAC meetings facilitated and attended	50	107	214%	5	5	5	5.00	
		T2. Number of Minutes of Meetings prepared	50	74	148%	5	4	4	4.33	
		T3. Number of Notice of Award prepared	50	59	118%	5	5	5	5.00	
		T4. Number of Project Contracts prepared	50	59	118%	5	5	5	5.00	
		T5. Number of Notice to Proceed prepared	40	52	130%	5	5	5	5.00	
		T6. Number of emails sent to suppliers (to serve the notices, contracts, and purchase orders as well to follow-up submission of documents)	200	430	215%	5	5	5	5.00	
		T7. Number of post-qualification assisted	1	4	400%	5	4	4	4.33	
		T8. Percentage of inquiries/clarifications by suppliers/clienteles related to procurement answered through phone calls and emails	100%	100%	100%	5	4	5	4.67	
		T9. Number of administrative/financial documents (Travel Orders, RIS, Cash Advance, Replenishment, and Liquidations vouchers)prepared	10	39	390%	5	5	5	5.00	
	A2. Other Tasks (during Ms. Ecleo's maternity leave)	T1. Number of BAC Resolutions prepared		62	100%	5	4	4	4.33	
		T2. Number of Notice of Post-Qualification prepared		37	100%	5	5	5	5.00	
Total Overall Rating									67.67	

		4.02	
Average Rating (Total Over-all rating devided by # of entries)		4.83	Comments & Recommendation for Development Purpose:
Additional Points:			c contact
Punctuality			Works w/ sense of responsibility.
Approved Additional points (with copy of approval)			Deserves promotion.
FINAL RATING		4.83	Position Pro-
ADJECTIVAL RATING		Outstanding	
Evaluated & Rated by:	Approved by:	Approved by:	
JESSAMINE C ECLEO Immediate Supervisor Date: 121 2034	RYSAN C. GUINOCOR Director, ODAS Date:	EDGARDO E. TULIN  VP, Admin. & Finance  Date:	

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LILIBETH VICTORIA V. PAGALAN, of the Head of Procurement Office commits to deliver and agree to the rated on the attainment of the following accomplishments in accordance with the indicated measures for the period \_\_July\_\_ to \_\_December 2023 \_ .

Approved:

Immediate Supervisor

	IN THE MAN THE
LILIBETH	VICTORIA V. PAGALAN
	Ratee

			Acomplishments		Percent	Rating				Remark
MFOs & PAPs	Success Indicators	Tasks Assigned	Target	Actual	Accomplishment	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Remarks
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	Very satisfactory	Very satisfactory	100%	5	5	5	5.00	
OVPAF STO 3: ARTA aligno	ed compliance and reporting requir	rements			1/4/2					
<b>PI 1</b> : 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: Administr	rative and Support Services Manage	ement			1784					
PI 1: Administrative and Support Services Management	A1: Administrative and Support Services Management	<u>T1</u> : Number of university committees/association involvement	1	1	100%	5	5	5	5.00	
OVPAF MFO 6: PROCURE	MENT SERVICES									
ODAS GASS 3: Procureme	nt Services									
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	A2. Other Tasks (during Ms. Ecleo's maternity leave)	T1. Number of BAC Resolutions prepared		62	100%	5	4	4	4.33	
		T2. Number of Notice of Post-Qualification prepared		37	100%	5	5	5	5.00	
Total Overall Rating				22.7	16				67.67	

Average Rating (Total Over-all rating devided by # of entries)		4.83
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.83
ADJECTIVAL RATING		Outstanding
Fredrick - J. C. Dete J. Levi	Approved by	Approved by:

Comments & Recommendation for Development Purpose:

Works w/ sense of responsibility. Deserves promotion.

Evaluated & Rated by:

Approved by:

JESSAMINE C. ECLEO

Immediate Supervisor Date: 1/21/2024

RYSAN C. GUINOCOR

Director, ODAS

EDGARDO E. TULIN VP, Admin. & Finance

Date: \_\_\_\_

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LILIBETH VICTORIA V. PAGALAN
Performance Rating: July to December 2023

Aim: Effective and efficient delivery of procurement services
Proposed Interventions to Improve Performance:
Date: July 1, 2023 Target Date: December 31, 2023

First Step:
Recommend to attend refresher course on RA 9184 and updates thereto

Result:
Attended in-house training on RA 9184

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

Next Step:
To attend intermediate course on RA 9184

Outcome: Improved work performance.

Final Step/Recommendation:

To be promoted to a higher position in the ROSSS suited to her qualifications.

Prepared by:

JESSAMINE C. ECLEO

Unit Head

Conforme:

LILIBETH VICTORIA V. PAGALAN

Name of Ratee Faculty/Staff