



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.98 | 70% | 3.49 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.35 | 30% | 1.30 |
| TOTAL NUMERICAL RATING | | | 4.79 |

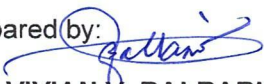
TOTAL NUMERICAL RATING: 4.79

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.79


FINAL NUMERICAL RATING 4.79

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by: 
VIVIAN V. BALBARINO
Name of Staff

Reviewed by: 
ATTY. RYSAN C. GUINOCOR
Immediate Supervisor

Recommending Approval:



ATTY. RYSAN C. GUINOCOR
Director, Administrative Services

Approved:


DR. MOISES NEIL V. SERINO 01/30/25
VP for Admin. & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Vivian V. Balbarino**, of the **SUPPLY & PROPERTY OFFICE** 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 December 2024**.


VIVIAN V. BALBARINO
Ratee


RYSAN C. GUINOCOR
Immediate Supervisor

| UGASS5: SUPPORT TO OPERATIONS | | | | | | | | | | |
|--|---|--|--|--|----------------|----------------|----------------|----------------|--------|---------|
| VPAF STO 1: ISO aligned management documents | | | | | | | | | | |
| AS STO 1: ISO 9001:2015 aligned documents and compliant processes | | | | | | | | | | |
| AS GASS: Supply and Property Management Services | | | | | | | | | | |
| MFO/PAPS | Program/Activities Undertaken | Task Assigned | January to December 2024 Accomplishments | | | | | | Rating | Remarks |
| | | | Target | Actual | Q ¹ | E ² | T ³ | A ⁴ | | |
| SPM 1: ISO 9001:2015 aligned documents and compliant processes | | | | | | | | | | |
| PI 1: Performance rating for Supply and Property management services | A.1: Percentage of clients served and rated the services received at least very satisfactory or higher | T 1: Serves and attends to clients requests | 95% of clients rated services as very satisfactory or higher | 95% of clients rated services as very satisfactory or higher | 5 | 5 | 5 | 5.00 | | |
| PI 2: Revision and updating of existing Quality Procedure | A. 2. Number of revisions made on SPM QP | T 2: Revise and updates Quality Procedure and submit to QAC for approval | 1 | 1 | 5 | 5 | 5 | 5.00 | | |
| PI 3: Implementation of SPM Processes | A. 3 Percentage implementation of SPM processes in accordance with existing approved quality procedures | T 3: Implement strictly SPM processes in accordance with existing approved quality procedure | 100% followed/implemented SPO processes | 100% followed/implemented SPO processes | 5 | 5 | 5 | 5.00 | | |

| MFO/PAPS | Program/Activities Undertaken | Task Assigned | January to December 2024 Accomplishments | | | | | | Rating | Remarks |
|---|--|--|---|---|----------------|----------------|----------------|----------------|--------|---------|
| | | | Target | Actual | Q ¹ | E ² | T ³ | A ⁴ | | |
| PI 4: Reports preparation and submission | A. 4. Number of Reports prepared and submitted to COA, QAC, Accounting, AS, FM and other regulatory bodies | T 4: Prepares and submit reports to different offices and other regulatory bodies | 6 Reports | 32 Reports | 5 | 5 | 5 | 5.00 | | |
| SPM 2: ARTA aligned frontline services | | | | | | | | | | |
| PI 1. Efficient & customer friendly frontline service | 4. Frontline services | T 1: Serves and attends to cleints requests and inquiries. | Zero percent complaint from client served | Zero percent complaint from client served | 5 | 5 | 5 | 5.00 | | |
| AS GASS 1: Administrative and Support Services | | | | | | | | | | |
| SPM 1: Administrative and Support Services | | | | | | | | | | |
| PI 17: Office, Staff Management and Maintenance | A.1: No . of staff monitored, evaluated coached, supervised for effective and efficient office management | T 1: Coaches, supervises, evaluates the work performances of subordinates | 12 | 13 | 5 | 5 | 5 | 5.00 | | |
| | A.2: No. of meetings with subordinates conducted | T 2: Conducts office meetings with subordinates | 6 | 9 | 5 | 5 | 4 | 4.67 | | |
| | A.3 : No. of innovations for effective and efficient services introduced | T 3: Introduces innovations for effective and efficient services | 3 | 6 | 5 | 5 | 5 | 5.00 | | |
| | A.4 : No. of policies and guidelines of VSU Property Management and Custodianship revisited and reviewed | T 4: Revisits policies and guidelines of VSU Property management and custody. | 1 | 1 | 5 | 5 | 5 | 5.00 | | |
| | A.5: No of clearances received, reviewed and signed | T 5: Receives, reviews and signs clearances due to transfer, separation, resignation, retirement and death | 175 | 250 | 5 | 5 | 5 | 5.00 | | |

| MFO/PAPS | Program/Activities Undertaken | Task Assigned | January to December 2024 Accomplishments | | Rating | | | | Remarks |
|---|--|--|--|--------|----------------|----------------|----------------|----------------|---------|
| | | | Target | Actual | Q ¹ | E ² | T ³ | A ⁴ | |
| | A.6: No. of documents approved/signed | T 6: Signs and approves office related documents such as OPCR, JOs daily time records, PRs for SME, travel..etc | 40 | 270 | 5 | 5 | 5 | 5.00 | |
| | A.7: No. of meetings called by supervisor/higher authorities and seminars attended | T 7: Attends to meetings called by supervisor/ higher authorities and to seminars | 6 | 25 | 5 | 5 | 5 | 5.00 | |
| PI 19: Involvement and Coordination of university committees | A.1: Number of documents approved/prepared for the disposal of unserviceable PPEs of the university as member of VSU Disposal Committee | T.1 Check and verify unserviceable properties returned by end users | 100 | 432 | 5 | 5 | 5 | 5.00 | |
| | | T.2 Computes appraised value of returned property | 100% | 100% | 5 | 5 | 5 | 5.00 | |
| | | T.3 Attendance to meetings and ocular inspection | 2 | 2 | 5 | 5 | 5 | 5.00 | |
| ODAS GASS 3: Supply & Property Management Services | | | | | | | | | |
| PI 2: Inspection and acceptance of supplies, materials and equipment | A. 1: No. of Inspection and Acceptance Reports reviewed, checked and signed. | T 1: Reviews, checks and signs Inspection and Acceptance Reports of S/M/E | 350 | 1,750 | 5 | 5 | 5 | 5.00 | |
| PI 3: Preparation and approval of PAR/ICS | A.1: No. of PAR/ICS reviewed and signed | T 1: Reviews and signs PAR/ICS | 350 | 1,442 | 5 | 5 | 5 | 5.00 | |
| PI 6: Issuance, preparation and checking of reports for Supplies and Materials. | A.1: No. of Reports for Supplies and Materials Issued (RSMI) checked, reviewed and signed | T 1: Reviews, checks and signs RSMI | 12 | 12 | 5 | 5 | 5 | 5.00 | |

| MFO/PAPS | Program/Activities Undertaken | Task Assigned | January to December 2024 Accomplishments | | | | | | Rating | Remarks |
|---|---|--|--|--------|----------------|----------------|----------------|----------------|--------|---------|
| | | | Target | Actual | Q ¹ | E ² | T ³ | A ⁴ | | |
| PI 12: Reconciliation of inventory books of buildings, properties and equipment against Accounting property/equipment ledger cards. | A.1: Percentage of reconciled Inventory Report of PPEs and Semi-Expendable Equipment with the accounting office. | T 1: Checks and reconciles properties, plants and equipment reports with the accounting office | 100% | 100% | 5 | 5 | 5 | 5.00 | | |
| PI 10: Physical inventory taking | A.1 : No. of Physical Inventory conducted for Supplies, Materials, Equipment, buildings and biological assets of VSU | T 1: Conducts physical inventory of SMEs, PPEs, Biological assets, both in the SPO warehouses and to the offices of the end users | 1 | 3 | 5 | 5 | 5 | 5.00 | | |
| PI 13: Permits, Licensing, registration and insurance of buildings and vehicles | A.1: Number of VSU buildings and vehicles renewd for Fire insurances and LTO Registration | T.1 Updates/renew insurances and LTO registration for all university's buildings and vehicles | 25 | 170 | 5 | 5 | 5 | 5.00 | | |
| PI 15: Public auction/bidding of un serviceable properties | A. 1: No. of auction or bidding for unserviceable PPEs conducted/attended | T 1: Prepares the necessary documents needed by the Disposal Committee | 1 | 2 | 5 | 5 | 5 | 5.00 | | |
| PI 16: Disposal thru (sale)/death of working animals and all other animals owned by the University | A.1: No. of reports/request signed/approved for the disposal sale/death of working animals and all other animals owned by the University acted and witnessed | T 1: Checks, verifies and signs reports of sale/death of working animals | 5 | 25 | 5 | 5 | 5 | 5.00 | | |
| PI 19: Acquisition, issuance and preparation of reports of Fuel, Oil and Lubricants | A.1 : No. of documents checked and approved for the purchase of fuel and lubricants | T 1: Checks and approves purchase request and other supporting documents for fuel, oil and lubricants | 6 | 6 | 5 | 5 | 5 | 5.00 | | |
| | A. 2: No. of reports, for fuel and oil issued checked and signed | T 2: Checks and signs reports of fuel and oil issuance (Statement of Accounts, Monthly Reports, etc) | 100 | 150 | 5 | 5 | 4 | 4.67 | | |

| MFO/PAPS | Program/Activities Undertaken | Task Assigned | January to December 2024 Accomplishments | | Rating | | | | Remarks |
|--|---|--|--|--------|----------------|----------------|----------------|----------------|---------|
| | | | Target | Actual | Q ¹ | E ² | T ³ | A ⁴ | |
| SPM 3: Innovations & new Best Practices | | | | | | | | | |
| PI 10: Preparation of Quality Procedures and Operation Manuals | A.1: Number of new systems/innovations/proposals introduced and implemented | T 1: Prepares Quality Procedures and work instruction of SPM processes | 1 Process Flow | 4 | 5 | 5 | 5 | 5.00 | |
| | A.2: Number of draft Operations Manual and revised existing manual prepared | T 2: Drafts Operation manual | 1 Operations manual | 1 | 5 | 5 | 5 | 5.00 | |
| PI 2: Development and Implementation of New System on Supply & Property Management | A.1: Number of reports/documents suggested for inclusion in the implementation of Supply and Property Management System | T 1: Conceptualize processes to be included in the Supply and Property Management System | 1 | 4 | 5 | 5 | 5 | 5.00 | |
| Total Over-all Rating | | | | | 140.00 | 140.00 | 138.00 | 139.33 | |

| | | | |
|---|--|--|-------------|
| Average Rating (Total Over-all rating divided by 28) | | | 4.98 |
| Additional Points: | | | |
| Punctuality | | | |
| Approved Additional points (with copy of approval) | | | |
| FINAL RATING | | | |
| ADJECTIVAL RATING | | | |

| |
|---|
| Comments & Recommendations for Development Purposes: |
| Start mentoring her deputies in preparation for her retirement. |

Evaluated and Rated by:

ATTY. RYSAN C. GUINOCOR

Director, AS

Date: 9/27/25

Recommending Approval:

ATTY. RYSAN C. GUINOCOR

Director, AS

Date: 1/27/25

Approved by:

DR. MOISES NEIL V. SERINO

Vice President for Admin & Finance

Date: 01/30/2025

1 - quality 2- efficiency 3- timeliness 4- Average

PERFORMANCE MONITORING & COACHING JOURNAL

| | | |
|--|-----|---------------------------------|
| | 1st | Q U A R T E R |
| | 2nd | |
| | 3rd | |
| | 4th | |

Name of Office: **SUPPLY AND PROPERTY OFFICE**

Head of Office: **VIVIAN V. BALBARINO**

Number of Personnel: **14**

| Activity Monitoring/ Coaching | MECHANISM | | | REMARKS | |
|-------------------------------------|------------|--|----------------------|---------|--|
| | Meeting | | Memo | | Others (Pls. specify |
| | One-on One | Group | | | |
| Monitoring | | Meeting with Staff January 25, 2024 | Notice of Meeting | | *Review of the quality procedure PM-SUP-03 *Presentation of work flow/process *Schedule of physical inventory of the year 2024 |
| | | Monthly Meeting February 6, 2024 | Notice of Meeting | | Preparation for ISO External Audit |
| | | Monthly Meeting September 23, 2024 | Notice of Meeting | | *Preparation for the 6 th Internal ISO Audit *5's Awareness *Citizens Charter Review |


| | | | | | |
|----------|--|--|----------------------|--|---|
| Coaching | Staff in charge in the receiving of deliveries from suppliers and IAR in- charge, March 22, 2024 | | | | *Inspection and acceptance report matter *Warehouse 1 problem |
| | Staff Concerned April 8, 2024 | | Notice of Meeting | | *To enhance the existing workflow |
| | Staff Concerned May 21, 2024 | | Notice of Meeting | | *Review of Duties and Responsibilities |
| | Staff Concerned June 20, 2024 | | Notice of Meeting | | *Renewal of Job Order *Warehouse 1 problems |
| | Staff Concerned November 29, 2024 | | Notice of Meeting | | *Status of all delivered items for payment *Christmas Party |

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

Noted by:


VIVIAN V. BALBARINO
Head, SPM


ATTY. RYSAN C. GUINOCOR
Director, Administrative Services

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **VIVIAN V. BALBARINO**

Performance Rating: **January - December 2024**

Aim: **Effective and efficient delivery of Supply and Property Management Services**

Proposed Interventions to Improve Performance:

Date: **January 1**

Target Date: **DECEMBER 31, 2024**

First Step:

Recommended to attend seminar-workshop on:

1. **Symposium on Fiscal Remedies in Procurement and Property Management**
2. **Public Financial Management Workshop 2024 (In-House)**
3. **Basic Course Training on the RA 9184 and its Revised Implementing Rules and Regulation Act of 2016**

Result:

1. **Approved recommendation to attend the Training/Seminars conducted by ALLSS Management Consultant Inc. on the Symposium on Fiscal Remedies in Procurement and Property Management**
2. **Approved recommendation to attend the seminar on the Public Financial Management Workshop 2024 (In-House)**
3. **Approved recommendation to attend the seminar on the Basic Course Training on the RA 9184 and its Revised Implementing Rules and Regulation Act of 2016.**

Date: **January 1, 2024**

Target Date: **December 31, 2024**

Next Step:

Outcome: **Applied the lesson learned on Coaching and Effective Performance**

Final Step/Recommendation:


Recommended to attend Seminar-workshop on the following:

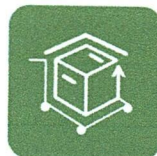
1. **Recommended to attend on Updates on the Disposal of Unserviceable Properties and Supply Management System Training.**
2. **Recommended to attend the seminar on the One-Time Cleansing of PPE's.**

Prepared by:

ATTY. RYSAN C. GUINOCOR
Director, Administrative Services

Conforme:


VIVIAN V. BALBARINO
Name of Ratee



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to December 2024

Name of Staff: VIVIAN V. BALBARINO

Position: Administrative Officer V

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 (both for subordinates and supervisors) | | 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 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 | 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 | | | | | |
| 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 | 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 | 3.5 | | | | |
| Overall recommendation | : | | | | |


ATTY. RYSAN C. GUINOCOR
 Director, Administrative Services