


COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF


Name of Administrative Staff: **TEOFILO C. GOFREDO**

| Particulars<br>(1)  | Numerical Rating<br>(2) | Percentage<br>Weight 70%<br>(3) | Equivalent<br>Numerical Rating<br>(2 X 3) |
|---|-------------------------|---------------------------------|---|
| 1. Numircal Rating per IPCR   | 4.85                    | 0.70                            | 3.39                                      |
| 2. Supervisor/Head's<br>assessment of his contribution<br>towards attainment of office<br>accomplishments | 4.83                    | 0.30                            | 1.45                                      |
|   | TOTAL NUMERICAL RATING  |                                 | 4.84                                      |

TOTAL NUMERICAL RATING: 4.84  
Add: Additional Approved Points, if any:  
TOTAL NUMERICAL RATING: 4.84

ADJECTIVAL RATING: OUTSTANDING

Prepared by:  
  
**TEOFILO C. GOFREDO**  
Name of Staff

Reviewed by:  
  
**ALICIA M. FLORES**  
Department/Office Head

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
Vice President for Admin. & Finance

Approved:  
  
**REMBERTO A. PATINDOL**  
Vice President for Admin. & Finance

# **INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **Teofilo C. Gofredo**, of the Procurement Services Management 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 June 2019**.

**TEOFILO C. GOFREDO**

Ratee

**ALICIA M. FLORES**

Head - SPPMO

| MFO/PAPS  | Program/Activities Undertaken  | Task Assigned  | Accomplishment                             |  | Rating         |                |                |                | Remarks |
|---|--|--|--|--|----------------|----------------|----------------|----------------|---------|
|   |  |  | January to June 2019                       |  |                |                |                |                |         |
|   |  |  | Target                                     | Actual                                     | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |         |
| UFO 6: General Administrative and Support Services                |  |  |  |  |                |                |                |                |         |
| OVPAF MFO 6: Procurement and BAC Secretariat Services             |  |  |  |  |                |                |                |                |         |
| SPPMO MFO1: Administrative and Support Services                   |  |  |  |  |                |                |                |                |         |
| PI 1: Efficient and customer friendly Services                    | A.1: Frontline services  | T 1: Serves and attends to cleints requests and inquiries  | Zero percent complaint from clients served | Zero percent complaint from clients served | 5              | 5              | 5              | 5.00           |         |
| PI 3: Involvement and Coordination of major university committees | A.1: BAC related activities and douments preparation as Member, BAC Secretariat              | T 1: Binding of bidding documents  | 10   | 18<br>(Jan to April)                       | 5              | 5              | 5              | 5.00           |         |
|   |  | T 2: . Preparation of Purchase Orders and other supporting BAC documents   | 50   | 60   | 5              | 5              | 4              | 4.67           |         |
|   |  | T 3: Attendace to meetings, Conferences and Public biddings.   | 10   | 12   | 5              | 5              | 5              | 5.00           |         |
| OVPAF MFO 6: Procurement and BAC Secretariat Services             |  |  |  |  |                |                |                |                |         |
| PSMO MFO 6.2: Procurement Process Management                      |  |  |  |  |                |                |                |                |         |
| PI 2: Procurement documents peparation and processing             | A.1 : Number of vouchers and other supporting documents prepared and processed               | T 1: Prepares vouchers and other supporting documents payable to suppliers   | 60   | 80   | 5              | 5              | 5              | 5.00           |         |
|   | A.2 : Number of Purchase Orders of procurement thru Public Bidding prepared and processed    | procurement thru public bidding, repeat order and other Negotiated Procurement (BAC 1)   | 60   | 80   | 5              | 5              | 4              | 4.67           |         |
|   | A.3: Number of RFQ's prepared for items declared as failed for 2 times during public bidding | T 3: Prepares RFQ for items declared as failed for 2 times during public bidding and recommended by the BAC for Negotiated Procurement | 10   | 20   | 5              | 5              | 4              | 4.67           |         |

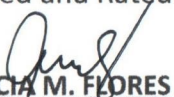


| MFO/PAPS   | Program/Activities Undertaken   | Task Assigned  | Accomplishment<br>January to June 2019 |        | Rating         |                |                |                | Remarks |
|--|---|--|--|--------|----------------|----------------|----------------|----------------|---------|
|  |   |  | Target                                 | Actual | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |         |
| UMFO 6: General Administrative and Support Services                |   |  |  |        |                |                |                |                |         |
| OVPAF MFO 6: Procurement and BAC Secretariat Services              |   |  |  |        |                |                |                |                |         |
|  | A.4 : Number of transmittal from Cebu picked up at Baybay Port                                  | 6. Pick up transmittal from Cebu at Baybay Port                                      | 5                                      | 10     | 5              | 5              | 5              | 5.00           |         |
| PSMO MFO 6.3: Procurement Monitoring Management                    |   |  |  |        |                |                |                |                |         |
| PL 2: Procurement documents preparation, processing and monitoring | A.1 : Percentage of deliveries of S/M/E procured thru public bidding monitored and followed up. | T 1: Monitor deliveries and follow up payments of S/M/E procured thru public bidding | 100%                                   | 100%   | 5              | 5              | 5              | 5.00           |         |
|  | A.2: Number of Procurement Monitoring Report prepared   | T 2: Prepares Procurement Monitoring Report (PMR)                                    | 1                                      | 1      | 5              | 5              | 4              | 4.67           |         |
|  | A.3: Number of PO's with incomplete/lacking delivery monitored                                  | T 3: Monitoring of PO's with incomplete/lacking delivery                             | 20                                     | 35     | 5              | 5              | 4              | 4.67           |         |
| Total Over-all Rating  |   |  |  |        |                |                |                | 53.33          |         |
| Average Rating   |   |  |  |        |                |                |                |                |         |

|   |  |             |
|---|--|-------------|
| <b>Average Rating (Total Over-all rating divided by 11)</b> |  | <b>4.85</b> |
| <b>Additional Points:</b>                                   |  |             |
| <b>Punctuality</b>  |  |             |
| <b>Approved Additional points (with copy of approval)</b>   |  |             |
| <b>FINAL RATING</b>   |  |             |
| <b>ADJECTIVAL RATING</b>                                    |  |             |

**Comments & Recommendations for Development Purposes:**  
*Recommended to attend updates on PA 9181*

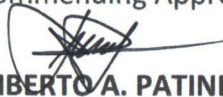
Evaluated and Rated by:

  
**ALICIA M. FLORES**

Head, SPPMO

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

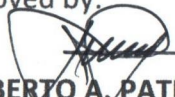
Recommending Approval:

  
**REMBERTO A. PATINDOL**

VP for Admin and Finance

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

Approved by:

  
**REMBERTO A. PATINDOL**

VP for Admin and Finance

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

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



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY TO JUNE, 2019Name of Staff: TEOFILO C. GOFREDO Position: ADMINISTRATIVE AIDE III

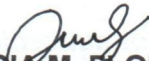
**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

| 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   |   | 58    |     |   |   |   |
| 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  |   | 58    |   |   |   |  |
| Average Score  |   | 4.84  |   |   |   |  |

Overall recommendation : \_\_\_\_\_

  
**ALICIA M. FLORES**  
Name of Head



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **TEOFILO C. GOFREDO**

Signature: \_\_\_\_\_

Performance Rating: **January to June 2019**



Aim: **Effective and efficient delivery of administrative services**

Proposed Interventions to Improve Performance:

Date: **January 1**

Target Date: **June 30, 2019**

First Step:

**Recommended to attend Seminar-Workshop applicable to BAC Secretariat member, as Procurement staff and as government personnel/employee such as:**

- 1.) **Updates on RA 9184**
- 2.) **Supply and Property Management System to be conducted by COA**

Result:

- **Attended in-house training/seminar on RA 9184 conducted by GPPB accredited trainers on March 22 to 2019.**

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


Next Step:

Outcome: **Applied the lesson learned from the training/seminar.**

Final Step/Recommendation:

**Recommend to attend training on the update of R.A. 9184 and other training/ seminar/ workshop relative to procurement.**

Prepared by:

  
**ALICIA M. FLORES**  
Unit Head