



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **LESTER G. LAYOLA**

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
TOTAL NUMERICAL RATING			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:


LESTER G. LAYOLA
Name of Staff 1/20/23


Reviewed by:


JESSAMINE C. ECLEO 1/20/23
Head, Procurement

Recommending Approval:


RYSAN C. GUINOCOR
Director, ODAS

Approved:

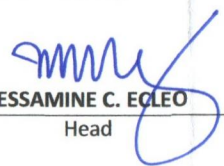

DANIEL LESLIE S. TAN 1/24/23
VP for Admin. & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LESTER G. LAYOLA, of the Office of the Head for Procurement commits to deliver and agree to the rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2022.


LESTER G. LAYOLA
 Ratee 1/20/23

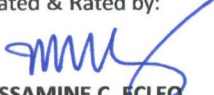
Approved:


JESSAMINE C. ECLEO 1/20/23
 Head

MFOs & PAPs	Success Indicators	Tasks Assigned	Acomplishments		Percent Accomplishment	Rating				Remarks
			Target	Actual		Q ¹	E ²	T ³	A ⁴	
<u>OVPAF STO 1: ISO 9001:2015 Aligned Documents</u>										
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 on preparation & monitoring of payment/vouchers	Very satisfactory	Very satisfactory	100.0%	5	5	5	5.00	
		T1. No. of QPs revision/registration facilitated and filed	1	1	100.0%	5	5	5	5.00	
		T2. Number of procurement process implemented according to QPs	2	2	100.0%	5	5	5	5.00	
<u>OVPAF STO 3: ARTA aligned compliance and reporting requirements</u>										
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	zero complaint	100.0%	5	4	5	4.67	
<u>OVPAF MFO 6: PROCUREMENT SERVICES</u>										
<u>ODAS GASS 3: Procurement Services</u>										
PI 1. Procurement Services	A1. Procurement Planning & Management Services	T1. Number of suppliers/contractors/consultants' registry updated annually	1 registry	1	100.0%	4	5	5	4.67	
	A2. Support Services to the BAC	T1. Number of BAC-related documents served and retrieved from bidders (NOA, Contract, NTP, PO, etc.)	200	102	51.0%	5	5	5	5.00	majority of docs were sent thru email
		T2. Number of Request for Quotations (RFQs) prepared/generated	550	2094	380.7%	5	5	5	5.00	
		T3. Number of Request for Quotations (RFQs) served and retrieved to and from bidders	500	1600	320.0%	5	5	4	4.67	
		T4. Number of cargo hauled to and from the Baybay Port	50	58	116.0%	5	5	5	5.00	
Total Overall Rating									44.00	


Average Rating (Total Over-all rating divided by # of entries)	4.89
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.89
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:
Deserves promotion.

Evaluated & Rated by:

JESSAMINE C. ECLEO
 Head
 Date: 4/20/23

Recommending Approval:

RYSAN C. GUINOCOR
 Director, ODAS
 Date: 1/23/24

Approved by:

DANIEL LESLIE S. TAN
 VP, Admin. & Finance
 Date: 1/24/23



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2022

Name of Staff: LESTER G. LAYOLA

Position: Administrative Aide III (Casual)

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						59
Average Score						4.92

Overall recommendation : Deserves to be promoted to higher positions suited to his qualifications.


JESSAMINE C. ECLEO 1/19/23
 Immediate Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **LESTER G. LAYOLA**
Performance Rating: **July – December 2022**

Aim: Effective and efficient delivery of procurement services

Proposed Interventions to Improve Performance:

Date: **July 2022** Target Date: **December 2022**

First Step:

Recommend to attend trainings on updates of RA 9184.

Result:

Be updated on relevant information related to procurement.

Date: _____ Target Date: _____

Next Step:

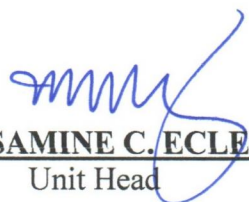
Recommend to attend hands-on training on PhilGEPS.

Outcome: Improved work performance.

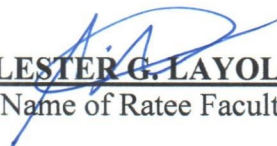
Final Step/Recommendation:

To be promoted to a regular position suited to his qualifications.

Prepared by:


JESSAMINE C. ECLEO 1/20/23
Unit Head

Conforme:


LESTER G. LAYOLA 1/20/23
Name of Ratee Faculty/Staff