



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **Jessamine C. Ecleo**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.88	70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
TOTAL NUMERICAL RATING			4.92

TOTAL NUMERICAL RATING: 4.92

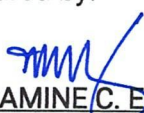
Add: Additional Approved Points, if any: 0.00

TOTAL NUMERICAL RATING: 4.92


FINAL NUMERICAL RATING 4.92

ADJECTIVAL RATING: Outstanding


Prepared by:


JESSAMINE C. ECLEO
Name of Staff

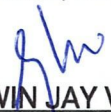
Reviewed by:


JESSAMINE C. ECLEO
Department/Office Head

Recommending Approval:


RYSAN C. GUINOCOR
Dean/Director

Approved:


ELWIN JAY V. YU
Vice President



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JESSAMINE C. ECLEO, of the Procurement Office commits to deliver and agree to the rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2024.

JESSAMINE C. ECLEO

Ratee

7/17/24

Approved:

RYSAN C. GUINOCOR 7/22/24

Immediate Supervisor

MFOs & PAPs	Success Indicators	Tasks Assigned	Acomplishments		Percent Accomplishment	Rating				Remarks
			Target	Actual		Q ¹	E ²	T ³	A ⁴	
OVPAF STO 1: ISO 9001:2015 Aligned Documents										
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 procurement planning, BAC secretariat, and contract management	Very Satisfactory	Very Satisfactory	100%	5	4	4	4.33	
		T2. Number of QPs registered/revised	1							to be accomplished Jul-Dec
		T3. Number of administrative processes implemented in accordance with existing approved quality procedures	4	4	100%	5	5	5	5.00	
		T4. Number of Reports submitted to COA, QAC, Accounting Office, ASO, FMO and other regulatory bodies	10	11 reports	100%	5	5	5	5.00	includes GPPB
OVPAF STO 3: ARTA aligned compliance and reporting requirements										
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 STO 4: Innovations & Best Practices										
PI 1: New Systems/Innovations/Proposals introduced and implemented	A1: New Systems/Innovations/Proposals introduced and implemented	T1: Number of new systems/innovations/proposals introduced and implemented	1 innovation/best practice	1	100%	5	5	5	5.00	Conducted orientation on the processes and procedures of the Procurement Office to all end-user units
OVPAF GASS 1: Administrative and Support Services Management										
PI 1: Administrative and Support Services Management	A1: Administrative and Support Services Management	T1: Number of university committees/association involvement	2	2 committees	100%	5	5	5	5.00	Push Button Committee, Bids and Awards Committee
		T2: Number of ManCom Meetings presided/attended	6 meetings	6 meetings attended	100%	5	5	5	5.00	monthly meetings for ODAS
		T3: Number of linkages with external agencies maintained	3 agencies	3 agencies	100%	5	5	5	5.00	COA, GPPB, DBM-PS

MFOs & PAPs	Success Indicators	Tasks Assigned	Acomplishments		Percent Accomplishment	Rating				Remarks
			Target	Actual		Q ¹	E ²	T ³	A ⁴	
		T4: Number of procurement-related documents posted in the Transparency Seal	7 documents	7 documents	100%	5	5	5	5.00	1 PMR, 4 APPs, 1 APCPI, 1 EPA Certification
		T5: Number of reports submitted to Budget Office as supporting papers for Budget Execution Documents (BED 1 and 3) reviewed	1	1 report	100%	5	5	5	5.00	basis for budget requests
		T6: Number of procurement projects' perfected contract and supporting documents submitted to COA	20	21 projects	100%+	4	5	5	4.67	
		T7: Percentage of NCs received and acted	100% of NC acted (if any)	0 NC	100%	5	5	5	5.00	
		T8: Percentage of CARs received and acted	100% of CAR acted (if any)	0 CAR	100%	5	5	5	5.00	
OVPAP MFO 6: PROCUREMENT SERVICES										
ODAS GASS 3: Procurement Services										
PI 1. Procurement Services	A1. Procurement Planning & Management	T1. Number of PPMPs, including supplemental and amendment, supervised for review, evaluation and acceptance	700 PPMPs	746 PPMPs	100%+	5	5	5	5.00	710 PPMPs, 7 Amedments, 29 Supplemental
		T2. Number of annually updated suppliers/contractors/consultants' registry reviewed	1 registry	1 registry	100%	5	5	5	5.00	submitted to QAC annually
		T3. Number of APP reviewed and endorsed to the BAC and HoPE for approval, and submitted to GPPB within the deadline	1 APP	2 APPs	100%+	5	5	5	5.00	1 Original APP for FY 2024, 1 Revised APP as of June 2024
		T4. Number of Supplemental APP reviewed and endorsed to the BAC and HoPE for approval	2 Supplemental APPs	2 Supplemental APPs	100%	5	5	5	5.00	
		T5. Number of Procurement Monitoring Report prepared, endorsed for approval, and submitted to GPPB within the deadline	1 PMRs (1 for 2nd Sem 2023 submitted on/before 14 January)	1 PMR	100%	4	5	5	4.67	PMR as of December 31, 2023
	A2. Support Service to the BAC	T1. Number of PRs supervised for review, acceptance, consolidation by nature of items, and monitoring	900 PRs	943 PRs	100%+	5	4	4	4.33	
		T2. Number of Invitation to Bid for Competitive Bidding reviewed	30	38 Invitations to Bid	100%+	5	5	5	5.00	

MFOs & PAPs	Success Indicators	Tasks Assigned	Acomplishments		Percent Accomplishment	Rating				Remarks
			Target	Actual		Q ¹	E ²	T ³	A ⁴	
		T3. Number of Bidding Documents for Competitive Bidding reviewed	30	38 Bidding Documents	100%+	5	5	5	5.00	
		T4. Number of Bid Bulletin for Competitive Bidding reviewed	30	42 Bid Bulletins	100%+	5	5	5	5.00	
		T5. Number of Abstract of Bids (As Awarded) for Competitive Bidding prepared	20	24	100%+	5	4	4	4.33	VSU-GOODS-24-13 to 36
		T6. Number of Bid Evaluation Report for Competitive Bidding reviewed	30	34	100%+	5	5	4	4.67	
		T7. Number of Post-Qualification Evaluation Report for Competitive Bidding prepared	45	51	100%+	5	5	4	4.67	per winning bidder per project
		T8. Number of BAC Resolutions for Competitive Bidding prepared	75	79	100%+	5	5	4	4.67	
		T9. Number of BAC Resolutions for Alternative Methods of Procurement reviewed	150	169	100%+	5	5	4	4.67	72 reviewed, 97 prepared
		T10. Number of Request for Quotations for Alternative Method reviewed	1,000 RFQs	1,479	100%+	5	5	5	5.00	reviewed and signed
		T11. Number of Abstract of Bids for Alternative Method reviewed	450	467	100%+	5	5	5	5.00	
		T12. Number of Purchase Order reviewed	500 POs	536	100%+	5	5	5	5.00	
		T13. Number of BAC meetings facilitated and attended	80	101	100%+	5	5	5	5.00	
	A3. Contract Management	T1. Number of on-going Purchase Orders (POs)/Contracts supervised for monitoring	700 POs/Contracts	1,118	100%+	5	4	5	4.67	
		T2. Number of vouchers for completed POs/contracts that are endorsed for payment reviewed and approved	500 vouchers	834	100%+	5	5	5	5.00	
		T3. Number of vouchers for payment of refund of retention money/warranty, mobilization (for infra), and other payables reviewed and approved	80 vouchers	80	100%	5	5	5	5.00	
		T4. Number of completed contracts of Suppliers/External Service Providers in the registry supervised for conduct of performance evaluation	200	210	100%+	5	5	5	5.00	
		T5. Number of Summary of Evaluation of Suppliers reviewed and forwarded to the Bids and Awards Committee for their reference	1 Summary of Suppliers' Performance Evaluation	1	100%	5	5	5	5.00	

MFOs & PAPs	Success Indicators	Tasks Assigned	Acomplishments		Percent Accomplishment	Rating				Remarks
			Target	Actual		Q ¹	E ²	T ³	A ⁴	
		T6. Number of Agency Procurement Compliance and Performance Indicator Report (APCPI) prepared and submitted to GPPB within the deadline	1 APCPI submitted to GPPB on or before March 2024	1	100%	5	5	5	5.00	APCI Report for 2023
Total Overall Rating						4.95	4.89	4.81	4.88	
Average Rating (Total Over-all rating devided by # of entries)			4.88		Comments & Recommendations for Development Purpose:					
Additional Points:		-								
Punctuality		-								
Approved Additional points (with copy		-								
FINAL RATING		4.88								
ADJECTIVAL RATING		Outstanding								

Evaluated & Rated by:

Recommending Approval:

Approved by:

RYSAN C. GUINOCOR
Immediate Supervisor

ELWIN JAY V. YU
VP, Admin. & Finance

ELWIN JAY V. YU
VP, Admin. & Finance

Date: 7-22-24

Date: 7-23-24

Date: 7-23-24

"Exhibit G"

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Procurement Office

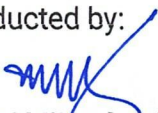
Head of Office: Jessamine C. Ecleo

Number of Personnel: 13


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		Meet with concerned staff to discuss monthly accomplishments to be used for ManCom meetings conducted by ODAS as well as ISO-related concerns			Conducted monthly
Coaching	Coach the concerned staff with regard to processing of procurement documents				As the need arises

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

Conducted by:


JESSAMINE C. ECLEO
Immediate Supervisor

Noted by:


RYSAN C. GUINOCOR
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Jessamine C. Ecleo

Performance Rating: January - June 2024

Aim: Effective and efficient delivery of procurement services

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date: June 2024

First Step:

Recommend to attend forums and/or refresher training on government
procurement.

Result:

Updated and knowledgeable on procurement policies and procedures
especially with the updates on the 2016 Revised IRR of RA 9184

Date: _____ Target Date: _____

Next Step:

Recommend to attend training on leadership.

Outcome: Attended POAP training on Transformational Leadership.


Final Step/Recommendation:

To be given the appropriate position as head.

Prepared by:


RYSAN C. GUINOCOR
Unit Head

Conforme:


JESSAMINE C. ECLEO
Name of Ratee Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2024

Name of Staff: Jessamine C. Ecleo Position: Information Systems Analyst

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 (<i>both for subordinates and supervisors</i>)		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	5	4	3	2	1



PROCUREMENT OFFICE

Visayas State University, Visca, Baybay City, Leyte
Email: procurement@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1093

the assignment is not related to his position but critical towards the attainment of the functions of the university					
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 (<i>For supervisors only to be rated by higher supervisor</i>)	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					
Overall recommendation:					


RYSAN C. GUINOCOR
 Immediate Supervisor