

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

Name of Administrative Staff: **ALICIA M. FLORES**


Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2 X 3)
1. Numerical Rating per IPCR	4.83	0.70	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	0.30	1.50
	TOTAL NUMERICAL RATING		4.88

TOTAL NUMERICAL RATING: 4.88

Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING: 4.88


ADJECTIVAL RATING: OUTSTANDING

Prepared by:  
  
**ALICIA M. FLORES**  
Name of Staff

Reviewed by:  
  
**REMBERTO A. PATINDOL**  
Department/Office Head

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
Vice President for Admin. & Finance  
Chairman, PMT

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

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

Alicia M. Flores

Name of Administrative Staff

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2 X 3)
1. Numerical Rating per IPOR	4.87	0.70	3.41
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments		0.30	1.50
		<b>TOTAL NUMERICAL RATING</b>	<b>4.92</b>

TOTAL NUMERICAL RATING

Add: Additional Approved Points, if any

TOTAL NUMERICAL RATING

ADJECTIVAL RATING

OUTSTANDING

Reviewed by:

Reviewed by:

Alicia M. Flores  
Name of Staff

Department/Office Head  
Reviewed by


Recommending Approval:

RECOMMENDED BY  
Vice President for Admin. & Finance  
Catalina

RECOMMENDED BY  
Vice President for Admin. & Finance

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

I, **Alicia M. Flores**, of the **SUPPLY, PROCUREMENT & PROPERTY 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 2018**.

  
**ALICIA M. FLORES**  
Ratee

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

UMFO 6: General Administration and Support Services									
OVPAF MFO-6: Procurement Services									
OVPAF MFO 7: Property Management									
MFO/PAPS	Program/Activities Undertaken	Task Assigned	Accomplishment January-June 2018		Rating				Remarks
			Target	Actual	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
SPPMO MFO 1: Administrative and Support Services Management									
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 2: Office, Staff Management and Maintenance	A.1: No. of section/units directly supervised	T 1: Directly supervises the procurement and property sections	2	2	5	5	5	5.00	
	A.2: No . of staff monitored, evaluated coached, supervised for effective and efficient office management	T 2: Coaches, supervises, evaluates the work performances of subordinates	21	21	5	5	5	5.00	
	A.3: No. of meetings with subordinates conducted	T 3: Conducts office meetings with subordinates	6	10	5	5	5	5.00	
	A.4 : No. of innovations for effective and efficient services introduced	T 4: Introduces innovations for effective and efficient services	1	2	5	5	5	5.00	
	A.5 : No. of policies and guidelines of VSU Property Management and Custodianship revisited and reviewed	T 5: Revisits policies and guidelines of VSU Property management and custody.	1	1	5	5	4	4.67	
	A.6: No of clearances received, reviewed and signed	T 6: Receives, reviews and signs clearances due to transfer, separation, resignation, retirement and death	50	71	5	5	5	5.00	

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MFO/PAPS	Program/Activities Undertaken	Task Assigned	Accomplishment January-June 2018		Rating				Remarks
			Target	Actual	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	<b>A.7:</b> No. of documents prepared.	<b>T 7:</b> Prepares, drafts, encodes, prints and submits offices documents such as letter requests, OPCR, PRs for SME, travel etc	20	30	5	5	4	4.67	
	<b>A.8:</b> No. of meetings called by supervisor/higher authorities and seminars attended	<b>T 8:</b> Attends to meetings called by supervisor/ higher authorities and to seminars	5	10	5	5	4	4.67	
<b>PI 3: Involvement and coordination of major university committees</b>	<b>A.1:</b> BAC related activities and documents preparation as head, BAC Secretariat	<b>T 1:</b> Preparation of bidding documents	20	47	5	5	5	5.00	
		<b>T 2:</b> . Preparation of Committee Resolutions	20	37	5	5	4	4.67	
		<b>T 3:</b> Preparation of Contract review for submission to COA	6	10	5	5	4	4.67	
		<b>T 4:</b> Attendance to meetings, Conferences and Public biddings.	40	80	5	5	5	5.00	
	<b>A.2:</b> Disposal activities and documents preparation as member of the Disposal Committee	<b>T.1</b> Check and verify unserviceable properties returned by end users	1000	1150	5	5	4	4.67	
<b>OVPAF MFO 6: Procurement Services</b>									
<b>PSMO MFO 6.1: Procurement Planning</b>									
<b>PI 2: Seminar/ Workshop/ Training</b>	<b>A.1 :</b> No. of seminar/workshop/Training relative to procurement attended	<b>T 1:</b> Attends seminar/ workshop/ trainings relative to procurement and property	1	2	5	5	5	5.00	
<b>PSMO MFO 6.2: Procurement Process Management</b>									
<b>PI 2:</b> Procurement documents	<b>A.1:</b> Number of procurement documents checked and acted (RFQ, AQ, PO, IAR, SPS and DV)	<b>T 1:</b> Review, signs and acts documents such as PO's, AQ's, RFQ's, IAR's and DV's	3500	4181	5	5	4	4.67	
<b>OVPAF MFO 7: Property Management</b>									
<b>PMO MFO 7.1 Administrative and support services</b>									
<b>PI 1:</b> Permits, Licensing, registration and insurance of buildings and vehicles	<b>A.1:</b> Number of buildings listed for fire insurance	<b>T.1</b> Review and checks from the inventory book of accounts the VSU buildings for fire insurance	25	36	5	5	4	4.67	

MFO/PAPS	Program/Activities Undertaken	Task Assigned	Accomplishment January-June 2018		Rating				Remarks
			Target	Actual	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
PMO MFO 7.2 Storage and Warehousing									
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	500	874	5	5	5	5.00	
PMO MFO 7.3 Distribution management									
PI 3: Preparation and approval of ARE/ICS	A.1: No. of ARE/ICS reviewed and signed	T 1: Reviews and signs ARE/ICS	500	641	5	5	5	5.00	
PI 4: 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	6	6	5	5	4	4.67	
PMO MFO 7.4 Inventory Management									
PI 2: Reconciliation of inventory books of buildings, properties and equipment against Accounting property/equipment ledger cards.	A.1: No. of items in the inventory books checked and reviewed.	T 1: Checks and reviews properties, buildings and equipment for reconciliation	125	125	5	5	4	4.67	
PI 3: Physical inventory taking	A.1 : No. of Physical Inventory for Supplies, Materials, Buildings, Properties, and Equipment conducted	T 1: Conducts physical inventory of supplies, materials and equipment in the SPPMO bodega.	2	2	5	5	4	4.67	
PMO MFO 7.5 Disposal Management									
PI 1: Receipt, collection, inspection and appraisal of Waste Materials & Unserviceable Properties	A. 1: No. of waste materials reports checked , inspected and signed	T 1: Checks, inspects and signs waste materials reports	100	133	5	5	5	5.00	
PI 6: Public auction/bidding of un serviceable properties	A. 2: No. of unserviceable properties appraised for disposal thru public auction	T 2: Computes appraisal value of unserviceable properties for disposal	1000	1150	5	5	4	4.67	

MFO/PAPS	Program/Activities Undertaken	Task Assigned	Accomplishment January-June 2018		Rating				Remarks
			Target	Actual	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
PI 8: Disposal thru (sale)/death of working animals and all other animals owned by the University	A.1: No. of request 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	15	25	5	5	4	4.67	
PMO MFO 7.6 Fuel Procurement and Dispensing Management									
PI 1: Procurement and Issuance of Fuel, Oil and Lubricants	A.1: No. of documents for fuel purchase request checked and approved	T 1: Checks and approves purchase request and other supporting documents for fuel, oil and lubricants	6	10	5	5	4	4.67	
	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	133	5	5	5	5.00	
Total Over-all Rating					135.00	135.00	121.00	130.33	

Average Rating (Total Over-all rating divided by 27)			4.83
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING			
ADJECTIVAL RATING			

Comments & Recommendations for Development Purposes:


*To attend trainings/seminars on procurement and property management*

Evaluated and Rated by:

  
**REMBERTO A. PATINDOL**  
 VP for Admin. & Finance

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

Approved by:

  
**REMBERTO A. PATINDOL**  
 Vice President

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

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY TO JUNE 2018Name of Staff: ALICIA M. FLORES Position: ADMINISTRATIVE OFFICER II

**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		60				
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		85				
Average Score		5.0				

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




REMBERTO A. PATINDOL

Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ALICIA M. FLORES

Signature: 

Performance Rating: January to June 2018

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

Proposed Interventions to Improve Performance:

Date: January 1

Target Date: June 30, 2018

First Step:

**Recommended to attend seminar-workshop on:**

- 1. **Coaching and Effective Performance**
- 2. **Work-Life Flexibility to be conducted by POAP**
- 3. **AGAP Convention and Seminar**
- 4. **Competency Based HR System and Implementation of Competency Based Recruitment, Selection and Placement and Learning & Development**
- 5. **Property and Supply Management System**

Result:

- 1. **Attended seminar-workshop on Coaching and Effective Performance on February 22-23, 2018**
- 2. **Not able to attend Seminar-workshop conducted by POAP due to conflict of schedule**
- 3. **Scheduled to attend AGAP Convention Seminar on October 17-20, 2018.**
- 4. **Scheduled to attend Seminar-Workshop on Competency-Based HR System and Implementation of Competency Based Recruitment, Selection and Placement and Learning & Development on July 6, 2018.**
- 5. **Scheduled to attend the seminar/training on Supply and Property Management System on September 4-7, 2018.**

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

Next Step:


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


Final Step/Recommendation:

**Recommended to attend Seminar-workshop on the following:**

- 1. **Contract Administration and Management**
- 2. **Government Property and Supply Management**
- 3. **Updates on the RA 9184 Implementing Rules and Regulations.**

CONFIRMED:

  
**ALICIA M. FLORES**  
Ratee

  
**REMBERTO A. PATINDOL**  
VP for Admin and Finance

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