



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **ERLY S. ESGUERRA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.86	70%	3.402
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
<b>TOTAL NUMERICAL RATING</b>			<b>4.88</b>

TOTAL NUMERICAL RATING: **4.88**

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: **4.88**

FINAL NUMERICAL RATING **4.88**

ADJECTIVAL RATING: **Outstanding**


Prepared by:

Reviewed by:


  
**ERLY S. ESGUERRA**  
Name of Staff

  
**JESSAMINE C. ECLEO**  
Head, Procurement

Recommending Approval:

  
**LOURDES B. CANO**  
Director, ODAS

Approved:

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



# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ERLY S. ESGUERRA, 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 2020.

ERLY S. ESGUERRA

Ratee

Approved:

JESSAMINE C. ECLEO

Head

MFOs & PAPs	Success Indicators	Tasks Assigned	Acomplishments		Percent Accomplishment	Rating				Remarks
			Target	Actual		Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>OVPAF STO 1: ISO 9001:2015 Aligned Documents</b>										
PI 1: ISO 9001:2015 aligned documents and compliant processes	A1. Contract Management Services	T1. Rating from clients on preparation & monitoring of payment/vouchers	at least very satisfactory	Very satisfactory	100.0%	5	5	5	5.00	
	A2. Updated QPs	T1. No. of QPs revision facilitated, registered and filed	2	2%	100.0%	5	4	5	4.67	
<b>OVPAF MFO 6: PROCUREMENT SERVICES</b>										
<b>ODAS GASS 3: Procurement Services</b>										
PI 1. Procurement Services	A1. Timely preparation of payment/vouchers to Suppliers/Contractors/Consultants	T1. No. of vouchers with complete supporting documents for completed contracts/deliveries prepared and monitored	400	473	118.3%	5	5	5	5.00	
		T2. No. of vouchers with complete supporting documents for refund of retention money prepared and monitored	75	95	126.7%	5	5	5	5.00	
		T3. No. of vouchers with complete supporting documents for refund of performance bond prepared and monitored	25	4	16.0%	5	5	5	5.00	Majority of suppliers opted surety bond for their performance bond that do not need for refund
<b>OVPAF GASS 1: Administrative and Support Services Management</b>										
<b>ODAS GASS 1: Administrative and Support Services Management</b>										
PI 1. Office, Staff Management and Maintenance	A1. Efficient and customer friendly services	T1. No. of complaints from clients on frontline service rendered	0 complaint	0 complaint	100.0%	5	5	5	5.00	
		T2. Percentage of ISO-related files maintained, controlled, and properly filed	100%	80%	80.0%	5	4	4	4.33	
<b>Total Overall Rating</b>									34.00	
<b>Average Rating (Total Over-all rating divided by # of entries)</b>			4.86		<b>Comments &amp; Recommendations for Development Purpose:</b> <i>Gets her job done.</i> <i>Deserves to be promoted to a higher position appropriate to her credentials.</i>					
<b>Additional Points:</b>										
<b>Punctuality</b>										
<b>Approved Additional points (with copy of approval)</b>										
<b>FINAL RATING</b>			4.86							
<b>ADJECTIVAL RATING</b>			Outstanding							

Evaluated & Rated by:

Recommending Approval:

Approved by:

JESSAMINE C. ECLEO

Head

LOURDES B. CANO

Director, ODAS

REMBERTO A. PATINDOL

VP, Admin. & Finance

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

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

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July to December 2020**

Name of Staff: **ERLY S. ESGUERRA** Position: **Administrative Aide IV**

**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.**

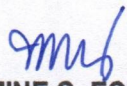
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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 : \_\_\_\_\_

  
**JESSAMINE C. ECLEO**  
 Immediate Supervisor



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ERLY S. ESGUERRA  
Performance Rating: JULY – DECEMBER 2020

Aim: Effective and efficient delivery of contract management services

Proposed Interventions to Improve Performance:

Date: July 1, 2020 Target Date: December 31, 2020

First Step:

Send to training relative to procurement specifically on contract management.

Result:

Knowledgeable of procurement procedures

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

Next Step:

Send to trainings relative to capacity development.

Outcome: Improved work performance.

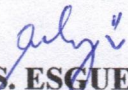
Final Step/Recommendation:

To be promoted to a higher position suited to her qualifications.

Prepared by:

  
JESSAMINE C. ECLEO  
Unit Head

Conforme:

  
ERLY S. ESGUERRA  
Name of Ratee Faculty/Staff