



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

**Annex P**

Name of Administrative Staff:

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.98	70%	3.48
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.45
<b>TOTAL NUMERICAL RATING</b>			<b>4.93</b>

TOTAL NUMERICAL RATING: 4.93


Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.93

FINAL NUMERICAL RATING 4.93

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:

  
**VIVIAN V. BALBARINO**  
Name of Staff


Reviewed by:

  
**ATTY. RYSAN C. GUINOCOR**  
Immediate Supervisor

Recommending Approval:


  
**ATTY. RYSAN C. GUINOCOR**  
Director, ASO

Approved:

  
**DR. ELWIN JAY V. YU**  
VP for Admin. & Finance

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

I, Vivian V. Balbarino, of the SUPPLY & PROPERTY 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 2024.

  
**VIVIAN V. BALBARINO**  
 Ratee  
 11/12/24

  
**ATTY. RYSAN C. GUINOCOR**  
 Immediate Supervisor  
 11/12/24

UGASS5: SUPPORT TO OPERATIONS									
OVPAF STO 1: ISO aligned management documents									
ODAS STO 1: ISO 9001:2015 aligned documents and compliant processes									
ODAS GASS: Supply and Property Management Services									
MFO/PAPS	Program/Activities Undertaken	Task Assigned	January to December 2024	January to June 2024	Rating				Remarks
			Target	Actual	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
SPMO 1: ISO 9001:2015 aligned documents and compliant processes									
PI 1: Performance rating for Supply and Property management services	A.1: Percentage of clients served and rated the services received at least very satisfactory or higher	T 1: Serves and attends to cleints requests	95% of clients rated services as very satisfactory or higher	95% of clients rated services as very satisfactory or higher	5	5	5	5.00	
PI 2: Revision and updating of existing Quality Procudure	A. 2. Number of revisions made on SPO QP	T 2: Revise and updates Quality Procedure and submit to QAC for approval	1	1	5	5	5	5.00	
PI 3: Implementation of SPO Processes	A. 3 Percentage implementation of SPO processes in accordance with existing approved quality procedures	T 3: Implement strictly SPO processes in accordance with existing approved quality procedure	100% followed/impleme nted SPO processes	100% followed/implement ed SPO processes	5	5	5	5.00	



MFO/PAPS	Program/Activities Undertaken	Task Assigned	January to December 2024	January to June 2024	Rating				Remarks
			Target	Actual	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
PI 4: Reports preparation and submission	A. 4. Number of Reports prepared and submitted to COA, QAC, Accounting Office, ODAS, ODF and other regulatory bodies	T 4: Prepares and submit reports to different offices and other regulatory bodies	6 Reports	15 Reports	5	5	5	5.00	
<b>SPMO 2: ARTA aligned frontline services</b>								0.00	
PI 1. Efficient & customer friendly frontline service	4 Frontline services	T1: Serves and attends to cleints requests and inquiries.	Zero percent complaint from client served	Zero percent complaint from client served	5	5	5	5.00	
<b>ODAS GASS 1: Administrative and Support Services</b>									
<b>SPMO 1: Administrative and Support Services</b>									
PI 17: Office, Staff Management and Maintenance	A.1: No . of staff monitored, evaluated coached, supervised for effective and efficient office management	T 1: Coaches, supervises, evaluates the work performances of subordinates	12	13	5	5	5	5.00	
	A.2: No. of meetings with subordinates conducted	T 2: Conducts office meetings with subordinates	6	10	5	5	5	5.00	
	A.3 : No. of innovations for effective and efficient services introduced	T 3: Introduces innovations for effective and efficient services	3	6	5	5	5	5.00	
	A.4 : No. of policies and guidelines of VSU Property Management and Custodianship revisited and reviewed	T 4: Revisits policies and guidelines of VSU Property management and custody.	1	1	5	5	5	5.00	
	A.5: No of clearances received, reviewed and signed	T 5: Receives, reviews and signs clearances due to transfer, separation, resignation, retirement and death	175	250	5	5	5	5.00	

MFO/PAPS	Program/Activities Undertaken	Task Assigned	January to December 2024	January to June 2024	Rating				Remarks
			Target	Actual	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	<b>A.6:</b> No. of documents approved/signed	<b>T 6:</b> Signs and approves office related documents such as OPCR, JOs daily time records, PRs for SME, travel..etc	40	150	5	5	5	5.00	
	<b>A.7:</b> No. of meetings called by supervisor/higher authorities and seminars attended	<b>T 7:</b> Attends to meetings called by supervisor/ higher authorities and to seminars	6	10	5	5	5	5.00	
PI 19: Involvement and Coordination of university committees	<b>A.1:</b> Number of documents approved/prepared for the disposal of unserviceable PPEs of the university as member of VSU Disposal Committee	<b>T.1</b> Check and verify unserviceable properties returned by end users	100	116	5	5	4	4.67	
		<b>T.2</b> Computes appraised value of returned property	100%	100%	5	5	5	5.00	
		<b>T.3</b> Attendance to meetings and ocular inspection	2	2	5	5	5	5.00	
<b>ODAS GASS 3: Supply &amp; Property Management Services</b>								0.00	
PI 2: Inspection and acceptance of supplies, materials and equipment	<b>A. 1:</b> No. of Inspection and Acceptance Reports reviewed, checked and signed.	<b>T 1:</b> Reviews, checks and signs Inspection and Acceptance Reports of S/M/E	350	987	5	5	5	5.00	
PI 3: Preparation and approval of ARE/ICS	<b>A.1:</b> No. of PAR/ICS reviewed and signed	<b>T 1:</b> Reviews and signs PAR/ICS	350	612	5	5	5	5.00	
PI 6: Issuance, preparation and checking of reports for Supplies and Materials.	<b>A.1:</b> No. of Reports for Supplies and Materials Issued (RSMI) checked, reviewed and signed	<b>T 1:</b> Reviews, checks and signs RSMI	12	12	5	5	5	5.00	



MFO/PAPS	Program/Activities Undertaken	Task Assigned	January to December 2024	January to June 2024	Rating				Remarks
			Target	Actual	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
PI 12: Reconciliation of inventory books of buildings, properties and equipment against Accounting property/equipment ledger cards.	<b>A.1:</b> Percentage of reconciled Inventory Report of PPEs and Semi-Expendable Equipment with the accounting office.	<b>T 1:</b> Checks and reconciles properties, plants and equipment reports with the accounting office	100%	100%	5	5	5	5.00	
PI 10: Physical inventory taking	<b>A.1 :</b> No. of Physical Inventory conducted for Supplies, Materials, Equipment, buildings and biological assets of VSU	<b>T 1:</b> Conducts physical inventory of SMEs, PPEs, Biological assets, both in he SPO warehouses and to the offices of the end users	1	2	5	5	4	4.67	
PI 13: Permits, Licensing, registration and insurance of buildings and vehicles	<b>A.1:</b> Number of VSU buildings and vehicles renewd for Fire insurances and LTO Registration	<b>T.1</b> Updates/renew insurances and LTO registration for all university's buildings and vehicles	25	25	5	5	5	5.00	
PI 15: Public auction/bidding of un serviceable properties	<b>A. 1:</b> No. of auction or bidding for unserviceable PPEs conducted/attended	<b>T 1:</b> Prepares the necessary documents needed by the Disposal Committee	1	1	5	5	5	5.00	
PI 16: Disposal thru (sale)/death of working animals and all other animals owned by the University	<b>A.1:</b> No. of reports/request signed/approved for the disposal sale/death of working animals and all other animals owned by the University acted and witnessed	<b>T 1:</b> Checks, verifies and signs reports of sale/death of working animals	5	6	5	5	5	5.00	
PI 19: Acquisition, issuance and preparation of reports of Fuel, Oil and Lubricants	<b>A.1 :</b> No. of documents checked and approved for the purchase of fuel and lubricants	<b>T 1:</b> Checks and approves purchase request and other supporting documents for fuel, oil and lubricants	6	6	5	5	5	5.00	
	<b>A. 2:</b> No. of reports, for fuel and oil issued checked and signed	<b>T 2:</b> Checks and signs reports of fuel and oil issuance (Statement of Accounts, Monthly Reports, etc)	100	150	5	5	5	5.00	

MFO/PAPS	Program/Activities Undertaken	Task Assigned	January to December 2024	January to June 2024	Rating				Remarks
			Target	Actual	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
SPMO 3: Innovations & new Best Practices									
PI 10: Preparation of Quality Procedures and Operation Manuals	A.1: Number of new systems/innovations/proposals introduced and implemented	T 1: Prepares Quality Procedures and work instruction of SPO processes	1 Process Flow	1 Process Flow	5	5	5	5.00	
	A.2: Number of draft Operations Manual and revised existing manual prepared	T 2: Drafts Operation manual	1 Operations manual	1 Operations manual	5	5	5	5.00	
PI 2: Development and Implementation of New System on Supply & Property Management	A.1: Number of reports/documents suggested for inclusion in the implementation of Supply and Property Management System	T 1: Conceptualize processes to be included in the Supply and Property Management System	1	3	5	5	5	5.00	
Total Over-all Rating					140	140	138	139.33	

<b>Average Rating (Total Over-all rating divided by 28)</b>			<b>4.98</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:**

Evaluated and Rated by:

Recommending Approval:

Approved by:

**ATTY. RYSAN C. GUINOCOR**

**ATTY. RYSAN C. GUINOCOR**

**DR. ELWIN JAY V. YU**

Director, ASO

Director, ASO

Vice President

Date: 11/12/24

Date: 11/12/24

Date: 11/15/24

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



## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: **SUPPLY AND PROPERTY OFFICE**

Head of Office: **VIVIAN V. BALBARINO**

Number of Personnel: **14**

Activity Monitoring/ Coaching	MECHANISM				REMARKS
	Meeting		Memo	Others (Pls. specify	
	One-on One	Group			
Monitoring		Meeting with Staff January 25, 2024	Notice of Meeting		*Review of the quality procedure PM-SUP-03  *Presentation of work flow/process  *Schedule of physical inventory of the year 2024
		Monthly Meeting February 6, 2024	Notice of Meeting		Preparation for ISO External Audit
Coaching	Staff in charge in the receiving of deliveries from suppliers and IAR in- charge, March 22, 2024				*Inspection and acceptance report matter  *Warehouse 1 problem


	Staff Concerned April 8, 2024		Notice of Meeting		*To enhance the existing workflow
	Staff Concerned May 21, 2024		Notice of Meeting		Review of Duties and Responsibilities
	Staff Concerned June 20, 2024		Notice of Meeting		*Renewal of Job Order  *Warehouse 1 problems

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

Conducted by:

Noted by:

  
**VIVIAN V. BALBARINO**  
Head, SPO

  
**ATTY. RYSAN C. GUINOCOR**  
Director, Administrative Services



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: VIVIAN V. BALBARINO

Performance Rating: January - June 2024

Aim: **Effective and efficient delivery of Supply and Property Management Services**

Proposed Interventions to Improve Performance:

Date: January 1

Target Date: June 30, 2024

First Step:

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

**1. Symposium on Fiscal Remedies in Procurement and Property Management**

Result:

**1. Approved recommendation to attend the Training/Seminars conducted by ALLSS Management Consultant Inc. on the Symposium on Fiscal Remedies in Procurement and Property Management**

Date: January 1, 2024

Target Date: June 30, 2024

Next Step:

Outcome: Applied the lesson learned on Coaching and Effective Performance

Final Step/Recommendation:


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

**1. Recommended to attend on Updates on the Disposal of unserviceable properties and Supply Management System Training.**

Prepared by:

  
ATTY. RYSAN C. GUINOCOR  
Director, ASO

Conforme:

  
VIVIAN V. BALBARINO  
Name of Ratee





### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2024

Name of Staff: VIVIAN V. BALBARINO

Position: Administrative Officer V


**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>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	82				
Average Score	4.82				
Overall recommendation	:				

  
**ATTY. RYSAN C. GUINOCOR**  
 Director, ASO