



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **DOREEN B. ALBA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.87	70%	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.85

TOTAL NUMERICAL RATING: 4.85

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.85

FINAL NUMERICAL RATING 4.85

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


DOREEN B. ALBA
Name of Staff

Reviewed by:


ALICIA M. FLORES
Department/Office Head

Recommending Approval:



LOURDES B. CANO
Dean/Director

Approved:


REMBERTO A. PATINDOL
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Doreen B. Alba**, of the Supply and 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 **July to December, 2020**.


DOREEN B. ALBA
 Ratee


ALICIA M. FLORES
 Head - SPMO

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	TARGET		Rating				Remarks
			July to December 2020	Q ¹	E ²	T ³	A ⁴		
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 clients 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	
PI 4: Reports preparation and submission	A. 1: Number of Reports prepared and submitted to COA, QAC, Accounting Office, ODAS, ODF and other regulatory bodies	T 1: Prepare and submit reports to different offices and other regulatory bodies	6 -QAC	QAC- 10 Documents	5	5	4	4.67	
	A.2: Percentage of ISO documents controlled and monitored	T 2: Prepares, monitors and controlled various ISO requirement documents	100%	100% of the ISO related documents (46/46)	5	5	5	5.00	
	A. 3: Percentage of documents properly filed and retrievable	T 3: Maintains record filing	100%	100%	5	5	5	5.00	

SPMO 2: ARTA aligned frontline services									
PI 9: 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	5	5	5	5.00	
ODAS GASS 1: Administrative and Support Services									
SPMO 1: Administrative and Support Services									
PI 2: Efficient Office Management and maintenance	A.1: Management and supervision of SPMO warehouse for Supplies materials and equipment	Manages and supervises the over-all operation of SPMO warehouse for supplies, materials and equipment	100%	100%	5	5	5	5.00	
	A.2: No. of meetings with warehousemen conducted	T 2: Conducts office meetings with subordinates	6	6	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 on storage and warehousing	1	1	5	5	5	5.00	
	A.1: Percentage of ISO documents controlled and monitored	T 1: Prepares various office documents	100%	100%	5	5	5	5.00	
		T 2: Maintains record filing	100%	100%	5	5	4	4.67	
PI 19: Involvement and Coordination of university committees	A.1: Number of CAC activities and documents preparation as member of the Committee	T.1 Prepare documents for CAC	2	0				0.00	
			2	0				0.00	
T.2 :Attends meeting and actiivities									
ODAS GASS 3: Supply & Property Management Services									
PI 3: Preparation, approval and distribution of ARE/ICS	A.1 : Number of PAR/ICS prepared	T 1: Prepares Acknowledgement Receipt of Property and Inventory Custodian Slip	200	346	5	5	4	4.67	
	A.2: Number of Lists of end-users of ARE/ICS for distribution and retrieval prepared and printed	T 2: Prepares lists of end-users of PAR/ICS for distribution and facilitate the retrieval of all distributed documents	200	346	5	5	4	4.67	

	A.3: Number of retrieved ARE/ICS segregated and filed in the employees individual folder	T 3: Segregates and files the approved PAR/ICS to the individual folder.	200	346	5	5	4	4.67	
PI 8: Property documents preparation, processing and monitoring	A.1: Number of Property Cards monitored and updated	T 1: Monitors and updates Property card	400	400	5	5	5	5.00	
	A.2: Number of PAR/ICS filed and monitored	T 2: Files and monitors PAR/ICS	200	346	5	5	4	4.67	
Average Rating					75	75	69	73.00	

Average Rating (Total Over-all rating divided by 15)		4.87
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations for Development Purposes:

*Recommended to attend seminar-
Workshop relative to Supply & Property
Management System, operation and services*

Evaluated and Rated by:

ALICIA M. FLORES

Head, SPMO

Date: _____

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

Recommending Approval:

LOURDES B. CANO

Director, ODAS

Date: _____

Approved by:

REMBERTO A. PATINDOL

VP for Admin and Finance

Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July to December 2020**

Name of Staff: **DOREEN B. ALBA**

Position: **ADMINISTRATIVE AIDE III**

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		58				

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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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		58				
Average Score		4.83				

Overall recommendation : _____


ALICIA M. FLORES
 Printed Name and Signature
 Head of Office

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No.

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: DOREEN B. ALBA

Performance Rating: July to December 2020

Aim: Effective and efficient delivery of supply and property services

Proposed Interventions to Improve Performance:

Date: July 1

Target Date: December 31, 2020

First Step:

Recommended to attend Seminar-Workshop on:

- 1.) Property custodianship
- 2.) ISO related trainings
- 3.) dDRC trainings

Result:

- **Attended workshop on OTP monitoring**
- **Attended training conducted by OVPAF & QAC on ISO related documents preparation**

Date: _____ Target Date: _____

Next Step:

Outcome: Applied knowledge learned from local trainings/workshops related to ISO documentations attended.

Final Step/Recommendation:

Recommended to attend seminar/ workshop relative to Supply and Property Management System, operation and services.

Prepared by:


ALICIA M. FLORES
Head, SPMO

Conforme:


DOREEN B. ALBA
Name of Ratee