



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **JESSAMINE C. ECLEO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.89	70%	3.423
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	30%	1.482
TOTAL NUMERICAL RATING			4.91

TOTAL NUMERICAL RATING: **4.91**

Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING: **4.91**


FINAL NUMERICAL RATING **4.91**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

Reviewed by:


JESSAMINE C. ECLEO
Name of Staff


LOURDES B. CANO
Director, ODAS

Recommending Approval:


REMBERTO A. PATINDOL
VP for Admin. & Finance

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JESSAMINE C. ECLEO, 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.

JESSAMINE C. ECLEO

Ratee

Approved:

LOURDES B. CANO

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. Ratings from Clients on Procurement Services	T1. Rating from clients served on services related to procurement planning, BAC secretariat, and contract management	Very Satisfactory	Very Satisfactory	100.0%	5	5	5	5.00	
	A2. Quality procedures revised/updated & registered at QAC	T1. No. of QPs revised & registered	2	2	100.0%	5	5	5	5.00	
	A3. Implementation of administrative processes in accordance with existing approved quality procedures	T1. No. of procurement thru competitive bidding implemented according to QP	20	38	190.0%	5	5	4	4.67	
		T2. No. of procurement thru alternative mode implemented according to QP	400	542	135.5%	5	4	5	4.67	
OVPAF MFO 6: PROCUREMENT SERVICES										
ODAS GASS 3: Procurement Services										
PI 1. Procurement Services	A1. Procurement Planning & Management	T1. No. of Annual Procurement Plan (APP-nonCSE) reviewed and endorsed for approval by the BAC & the HoPE	1	1	100.0%	5	5	5	5.00	
		T2. No. of Supplemental (APP-nonCSE) reviewed and endorsed for approval by the BAC & the HoPE	3	3	100.0%	5	5	5	5.00	
		T3. No. of Annual Procurement Plan - Common-Use Supplies & Equipment (APP-CSE) reviewed and endorsed for approval by the BAC & the HoPE	1	1	100.0%	5	5	5	5.00	
		T4. Number of registry of suppliers/contractors/consultants' reviewed	1	1	100.0%	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	
	A2. Support Service to the BAC	T1. No. of appointed staff of the BAC secretariat supervised and mentored	7	7	100.0%	5	5	5	5.00	
		T2. No. of procurement-related documents reviewed and endorsed for approval	105	164	156.2%	5	5	5	5.00	APP, APP-CSE, PMR, APCPI, Quarterly Report to COA, Bid Evaluation Report, ITB, BDs, Bid Bulletin, etc.
		T3. No. of BAC resolutions drafted, finalized & printed for approval	20	95	475.0%	5	5	5	5.00	
		T4. No. of BAC meetings attended	80	100	125.0%	5	5	5	5.00	
		T5. Percentage of queries from suppliers/contractors/end-users attended	1% complaint	0 complaint	100.0%	5	5	5	5.00	
		T6. Percentage of needed BAC communications drafted, finalized and printed for approval & transmittal	100%	100%	100.0%	5	5	4	4.67	
	A3. Contract Management	T1. No. of vouchers reviewed and endorsed for processing	400	584	146.0%	5	5	4	4.67	
		T2. No. of supplier's performance evaluation coordinated and checked	20	51	255.0%	5	4	5	4.67	
OVPAF GASS 1: Administrative and Support Services Management										
ODAS GASS 1: Administrative and Support Services Management										
PI 1. Office, Staff Management and Maintenance	A1. Efficient office & staff management	T1. No. of units/sections directly supervised	3	3	100.0%	5	5	5	5.00	
		T2. No. of procurement staff directly supervised	10	10	100.0%	5	5	5	5.00	
PI 2. Involvement in various university committees	A2. Investigation Committee as Secretary	T1. No. of meetings arranged	2	0					#DIV/0!	Was not assigned to an administrative case for July-Dec
		T2. No. of investigation report drafted and printed for approval	1	0					#DIV/0!	
	A3. Disposal Committee Involvement as Secretariat	T1. No. of meetings arranged	2	0					#DIV/0!	No disposal activity conducted since scrap buyers cannot enter the
		T2. No. of Bid Notices prepared & issued	2	0					#DIV/0!	
		T3. No. of Abstract of Proposals prepared & printed	1	0					#DIV/0!	


MFOs & PAPs	Success Indicators	Tasks Assigned	Acomplishments		Percent Accomplishment	Rating				Remarks
			Target	Actual		Q ¹	E ²	T ³	A ⁴	
		T4. No. of resolutions drafted, finalized & printed for approval	1	0					#DIV/0!	campus
		T4. No. of Notice of Award prepared & issued to scrap buyers	3	0					#DIV/0!	
OVPAF STO 4: Innovations & Best Practices										
PI 1. New Systems/Innovations/Proposals introduced & implemented	A1. Systems/Innovations introduced	T1. No. of procurement calendar prepared & implemented	1	1	100.0%	4	5	5	4.67	
		T2. No. of new QPs prepared	5	5	100.0%	4	5	5	4.67	Supplier's Evaluation, Procurement Planning, Monitoring of Deliveries, 2 Work Instructions (Preparation of PO & Posting of Bid Notice in PhilGEPS)
	A2. Operations manual prepared	T1. No. of operations manual prepared	1	1	100.0%	5	5	5	5.00	20% completed
Total Overall Rating									102.67	
Average Rating (Total Over-all rating devided by # of entries)			4.89			Comments & Recommendations for Development Purpose: <i>She deserves to be given the appropriate position as Head of Procurement office. Needs to attend</i>				
Additional Points:			-							
Punctuality			-							
Approved Additional points (with copy of approval)			-							
FINAL RATING			4.89							
ADJECTIVAL RATING			Outstanding							


Evaluated & Rated by:

Recommending Approval:

Approved by:


LOURDES B. CANO
Immediate Supervisor


REMBERTO A. PATINDOL
VP, Admin. & Finance


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: JESSAMINE C. ECLEO

Position: INFORMATION SYSTEM ANALYST I

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						

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		84				
Average Score		4.94				

Overall recommendation : _____


LOURDES B. CANO
 Head of Office

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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JESSAMINE C. ECLEO
Performance Rating: JULY - DECEMBER 2020

Aim: To enhance management & leadership competencies

Proposed Interventions to Improve Performance:

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

First Step: Send to various training relative to procurement and management

Result: Knowledgeable of procurement policies & strategies for effective procurement function

Date: _____ Target Date: _____

Next Step:

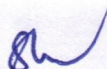
Send to attend Supervisory Development course of CSC

Outcome: empowered supervisor

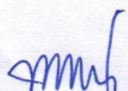
Final Step/Recommendation:

To be given the appropriate position as head

Prepared by:


LOURDES B. CANO
Director, ODAS

Conforme:


JESSAMINE C. ECLEO
Name of Ratee Faculty/Staff