

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

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

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2 X 3)
1. Numircal Rating per IPCR	4.87	0.70	3.41
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	0.30	1.48
	TOTAL NUMERICAL RATING		4.89


TOTAL NUMERICAL RATING: 4.89

Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING: 4.89

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

  
**DOREEN B. ALBA**  
Name of Staff

Reviewed by:

  
**ALICIA M. FLORES**  
Department/Office Head

Recommending Approval:


  
**REMBERTO A. PATINDOL**  
Chairman, PMT

Approved:

  
**EDGARDO E. TULIN**  
President

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

I, **Doreen B. Alba**, of the Procurement Services 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 2017**.

  
**DOREEN B. ALBA**  
 Ratee

  
**ALICIA M. FLORES**  
 Head - SPPMO

MFO/PAPS	Program/Activities Undertaken	Task Assigned	TARGET		Rating				Remarks
			July to December 2017	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>		
UMFO 6: General Administrative and Support Services									
OVPAF MFO 6: Procurement Services									
SPPMO MFO1: Administrative and Support Services									
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	5	5	5	5.00		
	A.1: Number of bidding documents bound	T 1: Binding of bidding documents	8	12	5	5	5.00		
	A.2: Number of Purchase orders, vouchers and other supporting BAC documents prepared	T 2: . Preparation of Purchase Orders, vouchers and other supporting BAC documents	38	52	5	5	4.67		
	A.3: Number of Seminars, meetings, conferences and bid opening attended and participated.	T 3: Attendace to Seminar, meetings, Conferences and Public biddings.	3	5	5	5	5.00		
	A.4 : Number of communication and other bidding documents sent to VSU External campuses and bidders	T 4: Prepares communication such as Notice of Award, Abstract of Qoutation, Bill of Quantities etc.	17	32	5	5	4.67		
PI 3: Involvement and Coordination of major university committees	A.5: Number of advertisement, bid supplement and other notices posted in the PhilGEPS and in conspicuous places	T 5: Posts advertisement, bid supplement and other notices in the PhilGEPS	13	20	5	5	4.67		

MFO/PAPS	Program/Activities Undertaken	Task Assigned	TARGET	Rating				Remarks
			July to December 2017	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 6: General Administrative and Support Services								
OVPAF MFO 6: Procurement Services								
PSMO MFO 6.2: Procurement Process Management								
PI 2: Procurement documents preparation and processing	A.1 : Number of vouchers and other supporting documents prepared and processed	T 1: Prepares vouchers and other supporting documents payable to suppliers	250	5	5	5	5.00	
	A.2 : Number of Purchase Orders of procurement thru Alternative Method of Procurement prepared and processed	T 2: Prepare Purchase Orders and other supporting documents of procurement thru Alternative Method.	800	5	5	5	5.00	
PSMO MFO 6.3: Procurement Monitoring Management								
PI 2: Procurement documents preparation, processing and monitoring	A.1 : Number of PO's procured thru public bidding monitored and followed up.	T 1: Monitor deliveries and follow up payments of S/M/E procured thru public bidding	10	5	5	4	4.67	
	A.2: Number of Procurement Monitoring Report prepared	T 2: Prepares Procurement Monitoring Report (PMR)	1	5	5	5	5.00	
Total Over-all Rating				50	50	46	48.67	
Average Rating								
Average Rating (Total Over-all rating divided by 10)			4.87	Comments & Recommendations for Development Purposes:				
Additional Points:								
Punctuality								
Approved Additional points (with copy of approval)								
FINAL RATING								
ADJECTIVAL RATING								

Received by:

Calibrated by:

Recommending Approval:

Approved by:

  
**JERESITA L. QUIÑANOLA**  
Head, PRPEO

  
**REMBERTO A. PATINDOL**  
PMT

  
**REMBERTO A. PATINDOL**  
Vice President

  
**EDGARDO E. TULIN**  
President

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

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

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

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

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER, 2017

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
Score		Total				
		59				

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 : \_\_\_\_\_

  
**ALICIA M. FLORES**  
Name of Head