# 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)
Numircal Rating per IPCR	4.8	0.70	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	0.30	1.48
	TOTAL NUMER	RICAL RATING	4.84

4.84

Add: Additional Approved Points, if any:

**TOTAL NUMERICAL RATING:** 

4.84

**ADJECTIVAL RATING:** 

OUTSTANDING

Prepared by:

Reviewed by:

DOREEM'B. ALBA

Name of Staff

Department/Office Head

Recommending Approval:

REMBERTO'A. PATINDOL

Vice President for Admin. & Finance

Approved:

REMBERTO A. PATINDOL

Vice President for Admin. & Finance

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Name of Administrative Staff.

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	: Eguivalem Numancat Rating (2 X 3)	Percentage Weight 70% (3)	Numerical Keung (2)	Particulars (1)
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4	A Secretaria de la companio della co	CHINA IAC	MERCIA LATOT	

TOTAL NUMBERSOAU RATING: Add: Additional Approvad Points, if any: TOTAL NUMERICAL RATING:

ADJECTIVAL RATHICS:

48.3

45 A

OUTSTANDING

Reviewed by.

Prepend by:

outora kr. Pr. Sac.s Department/Office Head

DORFENS. ALBA Tieto le emeli

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REMBURTÓ É PATINGOL Vice President for Aprilio E Finance

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REMINISTO'S, PATHNOOL

Vice President for Admin. & Financer

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

I, **Doreen B. Alba**, of the Procrement 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 **January to June 2018**.

DOREEN B. ALBA Batee

**LLICIA M. FLORES** Head - SPPMO

MFO/PAPS Program/Activities Undertaken		Accomplishment Task Assigned January to June 2018		Rating				Down out o	
			Target	Actual	Q¹	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Remarks
	trative and Support Services					<del></del>			<b></b>
OVPAF MFO 6: Procureme									
SPPMO MFO1: Administra	tive and Support Services						~		
<u>PI 1:</u> 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 served	5	5	5	5.00	
PI 3: Involvement and Coordination of major	A.1: Number of bidding documents bound	T 1: Binding of bidding documents	8	10	5	5	5	5.00	
university committees	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	50	62	5	5	4	4.67	
	<b>A.3:</b> Number of Seminars, meetings, confererences and bid opening attended and participated.	<b>T 3:</b> Attendace to Seminar, meetings, Conferences and Public biddings.	12	22	5	5	5	5.00	
	<b>A.4</b> : Number of communication and other bidding documents sent to VSU External campuses and bidders	<b>T 4</b> : Prepares communication such as Notice of Award, Abstract of Quotation, Bill of Quantities etc.	60	80	5	5	4	4.67	
	A.5: Number of advertisement, bid supplement and other notices posted in the PhilGEPS and in conspicous places	<b>T 5</b> : Posts advertisement, bid supplement and other notices in the PhilGEPS	8	16	5	5	5	5.00	

			Accor	nplishment	T				
MFO/PAPS	Program/Activities Undertaken	Task Assigned	January to	June 2018		Ra	iting		Remarks
•			Target	Actual	Q¹	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	remarks
UMFO 6: General Adminis	strative and Support Services								
<b>OVPAF MFO 6: Procureme</b>	ent Services								
PSMO MFO 6.2: Procurem	ent Process Management					T	T		
Pl 2: Procurement	A.1: Number of vouchers and other								
documents peparation	supporting documents prepared and	T 1: Prepares vouchers and other supporting	100	120	5	5	4	4.67	
and processing	processed	documents payable to suppliers							
	A.2: Number of Purchase Orders of	T 2: Prepare Purchase Orders and other							
	procurement thru Alternative Method of	supporting documents of procurement thru	700	835	5	5	4	4.67	
•	Pocurement prepared and processed	Alternative Method.	700	033		3	*	4.07	
PSMO MFO 6.3: Procurem	nent Monitoring Management								
PI 2: Procurement	A.1: Number of PO's procured thru	T 1: Monitor deliveries and follow up	** · · · · · · · · · · · · · · · · · ·						
documents peparation,	public bidding monitored and	payments of S/M/E procured thru public	50	62	5	5	4	4.67	
processing and monitoring	followed up.	bidding							
	A.2: Number of Procurement	T 2: Prepares Procurement Monitoring	4		_	_			
	Monitoring Report prepared	Report (PMR)	1	1	5	5	4	4.67	
Total Over-all Rating								48.00	
Average Rating	<u> </u>								
<b>Average Rating (Total O</b>	ver-all rating divided by 10)		N	4.80	7	Comme	nts & Rec	ommenda	tions for
Additional Points:					1	Develor	ment Pu	rnoses. b	000000000000000000000000000000000000000
Punctuality					1	to atte	nd tra	a'n ina I so	minar on L
ρproved Additional points (with copy of approval)				1	update of RA 9184 and			d other	
FINAL RATING					1	to aftend training seminar update of RA 9154 and of training seminar Workshop			shoprelative
ADJECTIVAL RATING			to procurement.			enj.			
Evaluated and Rated by:		Recommending Approval:				Approved by:			
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ALICIAM. FLORES		REMBERTO A. PATINDOL				REMBERTO A. PATINDOL			
Head, SPPMO		VP for Admin and Finance					dmin and		
Date:		Date:							
		Date: Date:							

Corers

2- efficiency 3- timeliness 4- Average

1 - quality

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#### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY TO JUNE 2018** 

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)		S	Scal	е	
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		Jo	1		

hig	Leadership & Management ( <i>For supervisors only to be rated by</i> her supervisor)					
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	e 19				
	Average Score		4.	12		

Overall recommendation	:	

ALICIA M. FLORES
Name of Head

# EMPLOYEE DEVELOPMENT PLAN

Name	of Employee:	DOREEN B. ALB	5 <u>A</u>		Signature:
Perfor	mance Rating:	January to June 2	018		Signature:
Aim:	Effective and e	efficient delivery of	f administrative s	<u>ervices</u>	C
Propos	sed Intervention	s to Improve Perfor	rmance:		
Date:	January 1	Tar	get Date: June 30	, 2018	
First S	tep:				
Procu 1.) 2.) 3.)	rement staff an Good Govern Supply and P PhilGEPS Tra	nd as government   ance and Corpora roperty Managem	personnel/employ te Social Respons	ee such	to be conducted by POAP
Result	Scheduled to System on Se	ptember 4-7, 2018.			and Property Management
	attend the tra	inings to be condu	cted by POAP.		
•	Scheduled to	attend training to	be conducted by	PhilGE	PS on July 30-31, 2018.
Date:		Targe	et Date:		
Next S	Step:				
				<del>,</del>	
Outco	me: Not attend	led yet the recommo	ended seminar/train	nings/w	orkshops.
Final S	Step/Recommer	ıdation:			
semin		to attend training or elative to procure	-	R.A. 91	84 and other training/
Confo	orme:				
	DOREEM B.	ALBA	Prepared by:	<u>ALICI</u>	M. FEORES Unit Head