

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 | 4.8 | 0.70 | 3.36 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.92 | 0.30 | 1.48 |
| | TOTAL NUMERICAL RATING | | 4.84 |

TOTAL NUMERICAL RATING: 4.84

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.84

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


DOREEN B. ALBA
Name of Staff

Reviewed by:


ALICIA M. FLORES
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Vice President for Admin. & Finance

Approved:


REMBERTO A. PATINDOL
Vice President for Admin. & Finance

COMPUTATION OF FINAL NUMERICAL RATING FOR ADMINISTRATIVE STAFF

JOSEPH B. ALBA

Name of Administrative Staff

| Particulars (1) | Numerical Rating (2) | Percentage Weight 70% (3) | Equivalent Numerical Rating (2 X 3) |
|--|-------------------------|---------------------------------|---|
| 1. Numerical Rating per PCR | 4.8 | 0.70 | 3.36 |
| 2. Supervisor's assessment of his contribution towards attainment of office accomplishments | 1.95 | 0.30 | 0.58 |
| TOTAL NUMERICAL RATING | | | 3.94 |

TOTAL NUMERICAL RATING:
Add Additional Approved Points, if any:
TOTAL NUMERICAL RATING:

4.84
4.84

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

JOSEPH B. ALBA
Name of Staff

JOSEPH B. ALBA
Department/Office Head

Recommending Approval:

RECOMMENDED BY
Vice President for Admin. & Finance

RECOMMENDED BY
Vice President for Admin. & Finance

Approved:

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)



ALICIA M. FLORES
Head - SPPMO

| MFO/PAPS | Program/Activities Undertaken | Task Assigned | Accomplishment January to June 2018 | | Rating | | | | Remarks |
|---|---|---|--|--|----------------|----------------|----------------|----------------|---------|
| | | | Target | Actual | Q ¹ | E ² | T ³ | A ⁴ | |
| O 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 | Zero percent complaint from clients served | 5 | 5 | 5 | 5.00 | |
| PI 3: Involvement and Coordination of major university committees | A.1: Number of bidding documents bound | T 1: Binding of bidding documents | 8 | 10 | 5 | 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 | 50 | 62 | 5 | 5 | 4 | 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. | 12 | 22 | 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 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 conspicuous places | T 5: Posts advertisement, bid supplement and other notices in the PhilGEPS | 8 | 16 | 5 | 5 | 5 | 5.00 | |

| MFO/PAPS | Program/Activities Undertaken | Task Assigned | Accomplishment January to June 2018 | | Rating | | | | Remarks |
|--|---|---|--|--------|---|----------------|----------------|----------------|---------|
| | | | Target | Actual | Q ¹ | E ² | T ³ | A ⁴ | |
| 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 | 100 | 120 | 5 | 5 | 4 | 4.67 | |
| | A.2 : Number of Purchase Orders of procurement thru Alternative Method of Pocurement prepared and processed | T 2: Prepare Purchase Orders and other supporting documents of procurement thru Alternative Method. | 700 | 835 | 5 | 5 | 4 | 4.67 | |
| 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 | 50 | 62 | 5 | 5 | 4 | 4.67 | |
| | A.2: Number of Procurement Monitoring Report prepared | T 2: Prepares Procurement Monitoring Report (PMR) | 1 | 1 | 5 | 5 | 4 | 4.67 | |
| Total Over-all Rating | | | | | | | | 48.00 | |
| Average Rating | | | | | | | | | |
| Average Rating (Total Over-all rating divided by 10) | | | | 4.80 | Comments & Recommendations for Development Purposes: Recommended to attend training/seminar on the update of RA 9154 and other training/seminar/workshop relative to procurement. | | | | |
| Additional Points: | | | | | | | | | |
| Punctuality | | | | | | | | | |
| Approved Additional points (with copy of approval) | | | | | | | | | |
| FINAL RATING | | | | | | | | | |
| ADJECTIVAL RATING | | | | | | | | | |

Comments & Recommendations for Development Purposes: Recommended to attend training/seminar on the update of RA 9154 and other training/seminar/workshop relative to procurement.


Evaluated and Rated by:


ALICIA M. FLORES
 Head, SPPMO

Date: _____


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

Recommending Approval:


REMBERTO A. PATINDOL
 VP for Admin and Finance

Date: _____

Approved by:


REMBERTO A. PATINDOL
 VP for Admin and Finance

Date: _____

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) | 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 J9 | | | | |

| B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>) | 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 | J9 | | | | |
| Average Score | 4.92 | | | | |


Overall recommendation : _____



ALICIA M. FLORES
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: DOREEN B. ALBA
Performance Rating: January to June 2018

Signature: 

Aim: Effective and efficient delivery of administrative services

Proposed Interventions to Improve Performance:

Date: January 1 Target Date: June 30, 2018

First Step:
Recommended to attend Seminar-Workshop applicable to BAC Secretariat member, as Procurement staff and as government personnel/employee such as:
1.) Good Governance and Corporate Social Responsibility to be conducted by POAP
2.) Supply and Property Management System to be conducted by COA
3.) PhilGEPS Training

Result:
• Scheduled to attend the seminar/training on Supply and Property Management System on September 4-7, 2018.
• The Administrative Scholarship Committee disapproved the recommendation to attend the trainings to be conducted by POAP.
• Scheduled to attend training to be conducted by PhilGEPS on July 30-31, 2018.

Date: _____ Target Date: _____

Next Step:

Outcome: Not attended yet the recommended seminar/trainings/workshops.

Final Step/Recommendation:

Recommend to attend training on the update of R.A. 9184 and other training/ seminar/ workshop relative to procurement.

Conforme:


DOREEN B. ALBA
Ratee

Prepared by:

ALICIA M. FLORES
Unit Head