



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **LESTER G. LAYOLA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.88	70%	3.416
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
TOTAL NUMERICAL RATING			4.92

TOTAL NUMERICAL RATING: **4.92**

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.92**

FINAL NUMERICAL RATING **4.92**

ADJECTIVAL RATING: **Outstanding**

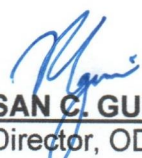
Prepared by:


LESTER G. LAYOLA
Name of Staff

Reviewed by:


JESSAMINE C. ECLEO
Head, Procurement

Recommending Approval:


RYSAN C. GUINOCOR
Director, ODAS

Approved:


DANIEL LESLIE S. TAN
VP, Admin. & Finance

Approved:

LESTER G. LAYOLA

Ratee

JESSAMINE C. ECLEO

Head


MFOs & PAPs	Success Indicators	Tasks Assigned	Accomplishments		Percent Accomplishment	Rating				Remarks
			Target	Actual		Q ¹	E ²	T ³	A ⁴	
<u>OVPAP STO 1: ISO 9001:2015 Aligned Documents</u>										
PI 1: ISO 9001:2015 aligned documents and compliant processes	A1. Clients served rated the services received at least very satisfactory	T1. Rating from clients on preparation & monitoring of payment/vouchers	Very satisfactory	Very satisfactory	100.0%	5	5	5	5.00	
		T1. No. of QPs revision/registration facilitated and filed	1	2	200.0%	5	5	4	4.67	
		T2. Number of procurement process implemented according to QPs	2	2	100.0%	5	5	5	5.00	
<u>OVPAP STO 3: ARTA aligned compliance and reporting requirements</u>										
PI 1: ARTA aligned frontline services	A1. ARTA aligned frontline services	T1.: Number of complaints from clients in relation to efficient and customer friendly services	0 complaint	0	100.0%	5	5	5	5.00	
<u>OVPAP MFO 6: PROCUREMENT SERVICES</u>										
<u>ODAS GASS 3: Procurement Services</u>										
PI 1. Procurement Services	A1. Procurement Planning & Management Services	T1. Number of suppliers/contractors/consultants' registry updated annually	1 registry	1	100.0%	5	4	4	4.33	on-going updating
	A2. Support Services to the BAC	T1. Number of BAC-related documents served and retrieved from bidders (NOA, Contract, NTP, PO, etc.)	250	454	181.6%	5	5	5	5.00	
		T2. Number of Request for Quotations (RFQs) prepared/generated	450	472	104.9%	5	5	5	5.00	
		T3. Number of Request for Quotations (RFQs) served and retrieved to and from bidders/suppliers	500	1226	245.2%	5	5	4	4.67	
		T4. Number of RFQ'S, PO, e-mails sent to suppliers	150	185	123.3%	5	5	5	5.00	
		T5. Number of cargo hauled to and from the Baybay Port/PS-DBM tacloban	50	21	42.0%	5	5	5	5.00	travels were limited due to pandemic
Other Accomplishments		T6. Number of trainings/seminars		1	100.0%	5	5	5	5.00	PhilGEPS Training
Total Overall Rating									53.67	
Average Rating (Total Over-all rating divided by # of entries)			4.88			Comments & Recommendations for Development Purpose: <i>Very hardworking and w/ initiatives. Deserves to be promoted!</i>				
Additional Points:			0							
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING			4.88							
ADJECTIVAL RATING			Outstanding							

Evaluated & Rated by:


JESSAMINE C. ECLEO
Head

Date: 7/6/22

Recommending Approval:


RYSAN C. GUINOCOR
Director, ODAS

Date: 7/11/22

Approved by:


DANIEL LESLIE S. TAN
VP, Admin. & Finance

Date: JUL 11 2022



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January to June 2022**

Name of Staff: **LESTER G. LAYOLA**

Position: **Administrative Aide III (Casual)**

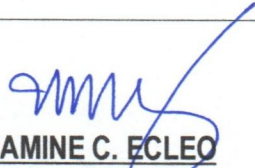
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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										
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										
Average Score						5.0				

Overall recommendation : _____


JESSAMINE C. ECLEO
 Immediate Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **LESTER G. LAYOLA**

Performance Rating: **January – June 2022**

Aim: Effective and efficient delivery of procurement services

Proposed Interventions to Improve Performance:

Date: **January 2022** Target Date: **June 2022**

First Step:

Recommend to attend trainings relative to procurement services.

Result:

Be updated on relevant information related to procurement.

Date: _____ Target Date: _____

Next Step:

Outcome: Improved work performance.

Final Step/Recommendation:

To be promoted to a regular position suited to his qualifications.

Prepared by:


JESSAMINE C. ECLEO

Unit Head

Conforme:


LESTER G. LAYOLA

Name of Ratee Faculty/Staff