



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **LEOPOLDO S. ESCALA JR.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.83	70%	3.381
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.500
TOTAL NUMERICAL RATING			4.88

TOTAL NUMERICAL RATING: **4.88**

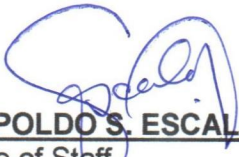
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.88**


FINAL NUMERICAL RATING **4.88**

ADJECTIVAL RATING: **Outstanding**

Prepared by:


LEOPOLDO S. ESCALA JR.
Name of Staff

Reviewed by:


JESSAMINE C. ECLEO
Head, Procurement

Recommending Approval:


RYSAN C. GUINOCOR
OIC-Director, ODAS

Approved:


DANIEL LESLIE S. TAN
VP, Admin. & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LEOPOLDO S. ESCALA JR., 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 2021.

Approved:

LEOPOLDO S. ESCALA JR.

Ratee

JESSAMINE C. ECLEO

Immediate Supervisor

[illegible]

Average Rating (Total Over-all rating divided by # of entries)		4.83
Additional Points:		
Punctuality		-
Approved Additional points (with copy of approval)		-
FINAL RATING		4.83
ADJECTIVAL RATING		

Evaluated & Rated by:

JESSAMINE C. ECLEO

Immediate Supervisor

Date: 1/10/22

Recommending Approval:

RYSAN C. GUINOCOR

OIC-Director, ODAS

Date: _____

Approved by:

DANIEL LESLIE S. TAN

VP, Admin. & Finance

Date: 1/18/22

Comments & Recommendations for Development Purpose:

to be promoted to a higher position,



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July to December 2021**

Name of Staff: **LEOPOLDO S. ESCALA**

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
Total Score		60				

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: LEOPOLDO S. ESCALA, JR.

Performance Rating: July – December 2021

Aim: Effective and efficient delivery of procurement services

Proposed Interventions to Improve Performance:

Date: July 1, 2021 Target Date: December 31, 2021

First Step:

Send to training relative to procurement specifically on contract management.

Result:

Be updated on relevant information related to contract management.

Date: _____ Target Date: _____

Next Step:

Outcome: Improved work performance.

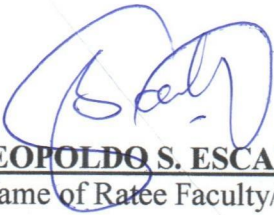
Final Step/Recommendation:

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

Prepared by:


JESSAMINE C. ECLEO
Unit Head

Conforme:


LEOPOLDO S. ESCALA, JR.
Name of Ratee Faculty/Staff