

THE HEAD OF **PERFORMANCE MANAGEMENT & REWARDS AND RECOGNITION**

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 053 563 7323 Email: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

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 NUM	MERICAL RATING	4.88

TOTAL NUMERICAL RATING:

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

FINAL NUMERICAL RATING

4.88 4.88

4.88

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

ESC

Name of Staff

JESSAMINE C.

Head, Procurement

Recommending Approval:

RYSAN C. OIC-Director, ODAS

Approved:

Admin. & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>LEOPOLDO S. ESCALA JR.</u>, of the <u>Office of the Head for Procurement</u> commits to deliver and agree to the rated on the attainment of the following targets in accordance with the indicated measures for the period <u>July</u> to <u>December 2021</u>.

Approved:

LEOPOLDO S. ESCALA JR.

Ratee

JESSAMINE CECLEO

Immediate Supervisor

		- 1 - 1 - 1	Acomplishments		Percent		Ra	Rating		Remarks
MFOs & PAPs	Success Indicators	Tasks Assigned	Target Actual		Accomplishment	Q ¹	E ² T ³		A ⁴	Kemarks
OVPAF STO 1: ISO 9001:	2015 Aligned Documents									
PI 1: ISO 9001:2015	A1. Ratings from Clients	T1. Rating from clients served on services related to BAC	at least Very	Very		1				
aligned documens and	on Procurement Services	secretariat and contract management	Satisfactory	Satisfactory	100.0%	5	5	5	5.00	
compliant processes			Satisfactory	Satisfactory						
OVPAF MFO 6: PROCUR	EMENT SERVICES									
ODAS GASS 3: Procurem	nent Services									
	A1. Support Service to the BAC	T1. No. of Bid Bulletin for Public Bidding prepared and posted in Philgeps	20	39	195.0%	5	5	5	5.00	
		T2.Number advertisement posted in the PhilGEPS for Alternative mode of Procurement for ABC of above 50,000.00	45	45	100.0%	5	5	5	5.00	
		T3. Number of Award/POs and other related documents prepared and posted in the PhilGEPS for Alternative mode of Procurement for ABC of above 50,000.00	40	42	105.0%	5	5	4	4.67	
		T4. No. of BAC meetings attended	85	102	120.0%	5	5	5	5.00	
		<u>T5.</u> Percentage of queries from suppliers/end-users attended	100%	100%	100.0%	5	4	5	4.67	
	A2. Other Tasks Accomplished	T1. Number of Purchase Order Prepared	25	202	808.0%	5	5	4	4.67	Main incharge of PO resigned from BAC
	Accomplished	T2. Percentage of inquiry/clarification of Suppliers/cleintele related to procurement answered through Telphone calls	100%	100%	100.0%	5	5	5	5.00	
		T3. Number of e-mail sent to supplier/external campuses related to Procurement	200	329	164.5%	5	5	5	5.00	
	A3. Contract Management	<u>T1.</u> Number of POs monitored for complete deliveries	325	648	199.4%	5	5	5	5.00	includes all on-going contracts/PO
ODAS GASS 1: Administ	rative and Support Service	es Management								
PI 1. Office, Staff	A1. Efficient and	<u>T1.</u> No. of complaints from clients on frontline service rendered	0 complaint	0 complaint	100.0%	5	5	5	5.00	
Management and Maintenance	customer friendly services	T2. Percentage of PhilGEPS posting-related documents maintained and filed	100%	90%	90.0%	4	4	4	4.00	
Total Overall Rating									58.00	

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

Evaluated & Rated by:

Recommending Approval:

Approved by:

JESSAMINE CLECLEO

Immediate Supervisor
Date: 4/10/22

RYSAN C. GUINOCOR

OIC-Director, ODAS Date:

DANIEL LESLIE S. TAN

VP, Admin. & Finance Date:

Comments & Recommendations for Development Purpose:

> to be promoted to a higher position,



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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. C	commitment (both for subordinates and supervisors)		5	Scale	Э	
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		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		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		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.		4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.		4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients		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		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. 				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. 		4	3	2	1		
4.	 Accepts accountability for the overall performance and in delivering the output required of his/her unit. 		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			0.				

Overall recommendation	 /

JESSAMINE C. ECLEC 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