



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **ALICIA M. FLORES**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.87	70%	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	30%	1.48
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:


ALICIA M. FLORES
Name of Staff

Reviewed by:


LOURDES B. CANO
Department/Office Head

Recommending Approval:


LOURDES B. CANO
Dean/Director


Approved:


REMBERTO A. PATINDOL
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Alicia M. Flores, of the SUPPLY & PROPERTY 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 July to December 2020.


ALICIA M. FLORES
 Ratee


LOURDES B. CANO
 Immediate Supervisor

UGASS5: SUPPORT TO OPERATIONS									
OVPAF STO 1: ISO aligned management documents									
ODAS STO 1: ISO 9001:2015 aligned documents and compliant processes									
ODAS GASS: Supply and Property Management Services									
MFO/PAPS	Program/Activities Undertaken	Task Assigned	Accomplishment July to December 2020		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
SPMO 1: ISO 9001:2015 aligned documents and compliant processes									
PI 1: Performance rating for Supply and Property management services	A.1: Percentage of clients served and rated the services received at least very satisfactory or higher	T 1: Serves and attends to cleints requests	95% of clients rated services as very satisfactory or higher	95% of clients rated services as very satisfactory or higher	5	5	5	5.00	
PI 2: Revision and updating of existing Quality Procudure	A. 2. Number of revision of Quality Procedure	T 2: Revise and updates Quality Procedure and submit to QAC for approval	1	1 QP	5	5	5	5.00	
PI 3: Implementation of SPMO Processes	A. 3 Number of SPMO processes implemented in accordance with existing approved quality procedures	T 3: Implement processes in accordance with existing approved quality procedure	4	1 process (Inspection and acceptance of deliveries) implemented according to QP	5	5	5	5.00	

MFO/PAPS	Program/Activities Undertaken	Task Assigned	Accomplishment July to December 2020		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
PI 4: Reports preparation and submission	A. 4. Number of Reports prepared and submitted to COA, QAC, Accounting Office, ODAS, ODF and other regulatory bodies	T 4: Prepare and submit reports to different offices and other regulatory bodies	6 QAC 6 Accounting 1 COA	QAC- 6 Reports Accounting- 18 ODAS-6	5	5	4	4.67	
SPMO 2: ARTA aligned frontline services									
PI 1. Efficient & customer friendly frontline service	4 Frontline services	T1: Serves and attends to clients requests and inquiries.	Zero percent complaint from client served	Zero percent complaint from client served	5	5	5	5.00	
ODAS GASS 1: Administrative and Support Services									
SPMO 1: Administrative and Support Services									
PI 17: Office, Staff Management and Maintenance	A.1: No. of staff monitored, evaluated coached, supervised for effective and efficient office management	T 1: Coaches, supervises, evaluates the work performances of subordinates	11	11	5	5	5	5.00	
	A.2: No. of meetings with subordinates conducted	T 2: Conducts office meetings with subordinates	6	8	5	5	5	5.00	
	A.3 : No. of innovations for effective and efficient services introduced	T 3: Introduces innovations for effective and efficient services	1	1	5	5	4	4.67	
	A.4 : No. of policies and guidelines of VSU Property Management and Custodianship revisited and reviewed	T 4: Revisits policies and guidelines of VSU Property management and custody.	1	1	5	5	5	5.00	
	A.5: No of clearances received, reviewed and signed	T 5: Receives, reviews and signs clearances due to transfer, separation, resignation, retirement and death	50	95	5	5	5	5.00	
	A.6: No. of documents prepared.	T 6: Prepares, drafts, encodes, prints and submits offices documents such as letter requests, OPCR, PRs for SME, travel etc	10	41	5	5	4	4.67	
	A.7: No. of meetings called by supervisor/higher authorities and seminars attended	T 7: Attends to meetings called by supervisor/ higher authorities and seminars	6	15	5	5	5	5.00	

MFO/PAPS	Program/Activities Undertaken	Task Assigned	Accomplishment July to December 2020		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
PI 19: Involvement and Coordination of university committees	A.1: Number of Disposal activities and documents preparation as member of the Disposal Committee	T.1 Check and verify unserviceable properties returned by end users	1000	1,876	5	5	4	4.67	
		T.2 Computes appraised value of returned property	100%	100% of the returned PPE's (217/217)	5	5	4	4.67	
		T.3 Attendance to meetings and ocular inspection	2	0				0.00	
ODAS GASS 3: Supply & Property Management Services									
PI 2: Inspection and acceptance of supplies, materials and equipment	A. 1: No. of Inspection and Acceptance Reports reviewed, checked and signed.	T 1: Reviews, checks and signs Inspection and Acceptance Reports of S/M/E	200	548	5	5	5	5.00	
PI 3: Preparation and approval of ARE/ICS	A.1: No. of PAR/ICS reviewed and signed	T 1: Reviews and signs PAR/ICS	100	346	5	5	5	5.00	
PI 6: Issuance, preparation and checking of reports for Supplies and Materials.	A.1: No. of Reports for Supplies and Materials Issued (RSMI) checked, reviewed and signed	T 1: Reviews, checks and signs RSMI	6	12	5	5	5	5.00	
PI 12: Reconciliation of inventory books of buildings, properties and equipment against Accounting property/equipment ledger cards.	A.1: Percentage of items in the inventory books checked and reviewed.	T 1: Checks and reviews properties, plants and equipment for reconciliation	100%	100% of the total PPE's (222/222)	5	5	4	4.67	
PI 10: Physical inventory taking	A.1 : No. of Physical Inventory for Supplies, Materials, Buildings, Properties, and Equipment conducted	T 1: Conducts physical inventory of supplies, materials and equipment in the SPMO bodega and different end users	1	1 Physical count in the SPMO warehouse 10 accountable personnel (end users)	5	5	4	4.67	
PI 13: Permits, Licensing, registration and insurance of buildings and vehicles	A.1: Number of buildings listed for fire insurance	T.1 Review and checks from the inventory book of accounts the VSU buildings for fire insurance	36	58	5	5	5	5.00	

MFO/PAPS	Program/Activities Undertaken	Task Assigned	Accomplishment July to December 2020		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
PI 14: Receipt, collection, inspection and appraisal of Waste Materials & Unserviceable Properties	A. 1: No. of waste materials and Inventory and Inspection reports checked, inspected and signed	T 1: Checks, inspects and signs waste materials reports and Inventory and Inspection reports	100	75 (I & I RUP) 62 (WMR)	5	5	5	5.00	
PI 15: Public auction/bidding of un serviceable properties	A. 1: No. of unserviceable properties appraised for disposal thru public auction	T 1: Computes appraisal value of unserviceable properties for disposal	1000	1,876	5	5	4	4.67	
PI 16: Disposal thru (sale)/death of working animals and all other animals owned by the University	A.1: No. of request for the disposal (sale)/death of working animals and all other animals owned by the University acted and witnessed	T 1: Checks, verifies and signs reports of sale/death of working animals	15	34	5	5	5	5.00	
PI 19: Procurement, Issuance and preparation of reports of Fuel, Oil and lubricants	A.1 : No. of documents for fuel purchase request checked and approved	T 1: Checks and approves purchase request and other supporting documents for fuel, oil and lubricants	6	6	5	5	5	5.00	
	A. 2: No. of reports, for fuel and oil issued checked and signed	T 2: Checks and signs reports of fuel and oil issuance (Statement of Accounts, Monthly Reports, etc)	100	467	5	5	5	5.00	
SPMO 3: Innovations & new Best Practices									
PI 10: Preparation of Quality Procedures and Operation Manuals	A.1: Number of new systems/innovations/proposals introduced and implemented	T 1: Prepares Quality Procedures and work instruction of SPMO processes	1 new innovation system; 4 new Quality Procedures 4 new Work instructions	1 new innovation: sending or providing hardcopy of updated list of property accountabilities of VSU employees 4 Quality Procedures (and 4 Work Instructions	5	5	4	4.67	
	A.2: Number of draft Operations Manual and revised existing manual prepared	T 2: Drafts Operation manual	1 Operations manual	Drafted one (1) Operations Manual	5	5	4	4.67	

MFO/PAPS	Program/Activities Undertaken	Task Assigned	Accomplishment July to December 2020		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
PI 2: Development and Implementation of New System on Supply & Property Management	A.1: Number of reports/documents suggested for inclusion in the implementation of Supply and Property Management System	T 1: Conceptualize processes to be included in the Supply and Property Management System	5	6	5	5	4	4.67	
Total Over-all Rating					140.00	140.00	129.00	136.33	

Average Rating (Total Over-all rating divided by 28)		4.87
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purposes:
To attend SAC course from CSC.

Evaluated and Rated by:

LOURDES B. CANO

Director, ODAS

Date: _____

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

Recommending Approval:

LOURDES B. CANO

Director, ODAS

Approved by:

REMBERTO A. PATINDOL

Vice President



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July to December 2020**

Name of Staff: **ALICIA M. FLORES**

Position: **ADMINISTRATIVE OFFICER II**

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						

Vision:

Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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						

Overall recommendation : For designation to higher admin position.


LOURDES B. CANO

Printed Name and Signature
Head of Office

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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No.

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ALICIA M. FLORES
Performance Rating: JULY – DECEMBER 2020

Aim: Enhance management + leadership competencies

Proposed Interventions to Improve Performance:

Date: July 1, 2020 Target Date: December 31, 2020

First Step: Send to various relevant trainings relative to supply + property management

Result: Empowered custodian of US properties

Date: _____ Target Date: _____

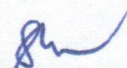
Next Step:

Send to attend Supervisory Development Course of CSC

Outcome: _____

Final Step/Recommendation:

She is ~~quite~~ ripe to assume other management function either as US Budget Officer or ~~as~~ as head of SPMO. Prepared by:


LOURDES B. CANO
Director, ODAS

Conforme:


ALICIA M. FLORES
Name of Ratee Faculty/Staff