

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: **ERLY S. ESGUERRA**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2 X 3)
1. Numerical Rating per IPCR	4.83	0.70	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	0.30	1.45
	TOTAL NUMERICAL RATING		4.83


TOTAL NUMERICAL RATING: 4.83

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.83

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


ERLY S. ESGUERRA
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

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Erly S. Esguerra**, of the Procurement 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 **July to December 2019**.

Erly S. Esguerra
ERLY S. ESGUERRA
 Ratee

Alicia M. Flores
ALICIA M. FLORES
 Head, SPPMO

MFO/PAPS	Program/Activities Undertaken	Task Assigned	TARGET July to December, 2019		Rating				Remarks	
			Target	Actual	Q ¹	E ²	T ³	A ⁴		
UMFO 6: General Administrative and Support Services										
OVPAF MFO 6: Procurement and BAC Secretariat 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 2: Office, Staff Management and Maintenance	A.1: Percentage of ISO documents controlled and monitored as Alternate DRC	T 1: Prepares various office documents	100%	100%	5	5	5	5.00		
		T 2: Maintains record filing	100%	100%	5	5	5	5.00		
PSMO MFO 6.2: Procurement Process Management										
PI 2: Procurement documents peparation and processing	A.1 : Number of PR's received, evaluated, encoded and consolidated	T 1: Receives PR's, evaluates, encodes and consolidates into RFQ	200	391	5	5	4	4.67		

	A.3: Number of PR's evaluated	T 3: Evaluates specifications of items in the Purchase Request (PR'S)	200	391	5	5	4	4.67	
OVPAF MFO 7: Project Management and Implementation Services								0.00	
PI 2: Procurement documents preparation, processing and monitoring	A.2: Number of vouchers prepared	T 2: Prepares vouchers for payment to suppliers for purchases through Alternative Method of Procurement and Public Bidding	200	208	5	5	5	5.00	
	A.1: Number of communications/ information sent to end-users.	T12: Informs/ communicates end-users regarding the items requested	40	100	5	5	4	4.67	
	A.2: Number of suppliers records monitored and up-dated	T 2: Monitors and up-dates Suppliers Directory	50	50	5	5	4	4.67	
Total Over-all Rating					40	40	36	38.66667	

Average Rating (Total Over-all rating divided by 8) 4.83

Additional Points:

Punctuality

XX

Approved Additional points (with copy of approval)

XX

FINAL RATING

ADJECTIVAL RATING

Comments & Recommendations for

Development Purposes: *Recommended to attend training on RA 9184.*

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: 2-19-2020

Approved by:


REMBERTO A. PATINDOL

VP for Admin and Finance

Date: 2-19-2020

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER, 2019


Name of Staff: ERLY S. ESGUERRA Position: ADMINISTRATIVE AIDE IV
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		58				
Score						

B. Leadership & Management (For supervisors only to be rated by higher supervisor)	Scale				
	5	4	3	2	1
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					58
Average Score					4.83

Overall recommendation : _____


ALICIA M. FLORES
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ERLY S. ESGUERRA**

Signature: July

Performance Rating: **July to December 2019**

Aim: **Effective and efficient delivery of administrative services**

Proposed Interventions to Improve Performance:

Date: **July 1** Target Date: **December 31, 2019**

First Step:

Recommended to attend Seminar-Workshop applicable to as Procurement staff and as government personnel/employee such as:

- 1.) Updates on RA 9184
- 2.) Seminar-workshop conducted by POAP

Result:

- **Not attended yet the recommended seminar/trainings/workshops.**

Date: _____ Target Date: _____

Next Step:

Outcome:

Final Step/Recommendation:

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

Prepared by:

ALICIA M. FLORES
Unit Head