



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.88	70%	3.41
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.89

TOTAL NUMERICAL RATING: 4.89


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.89

FINAL NUMERICAL RATING 4.89

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


EDITO G. DIAMONTE
Name of Staff

Reviewed by:


ALICIA M. FLORES
Department/Office Head

Recommending Approval:

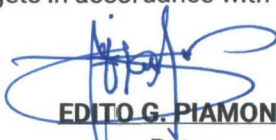

RYSAN C. GUINOCOR
Director, ASO

Approved:


DANIEL LESLIE S. TAN
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Edito G. Piamonte**, of the **SUPPLY & PROPERTY 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 **January to June, 2023**.


EDITO G. PIAMONTE
 Ratee


ALICIA M. FLORES
 Head, SPMO

U S5: 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	JANUARY to DECEMBER 2023 TARGET	JANUARY to JUNE 2023 ACCOMPLISHMENT	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	
SPMO 2: ARTA aligned frontline services									
PI 9: 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	
ODAS GASS 1: Administrative and Support Services									
SPMO 1: Administrative and Support Services									

MFO/PAPS	Program/Activities Undertaken	Task Assigned	JANUARY to DECEMBER 2023 TARGET	JANUARY to JUNE 2023 ACCOMPLISHMENT	Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
PI 2: Efficient Office Management and maintenance	A.1: Management and supervision of SPPMO warehouse for Unserviceable properties	Manages and supervises the over-all operation of SPPMO warehouse for Unserviceable properties	100%	100%	5	5	5	5.00	
	A. 2: No. of hours spent for cleaning the storage area and surroundings	T 2: Cleansand fixes the storage area and surroundings	120 hrs	80hrs	5	5	4	4.67	
ODAS GASS 3: Supply & Property Management Services									
PI 5: Receipt of RIS and issuance of Supplies, Materials and Equipment	A.1: No. of hours performed in the delivery of supplies/materials to end-users.	T 1: Assists in the delivery of supplies and materials	10	6	5	5	4	4.67	
	A.2: No. of hours performed in the loading and unloading of supplies and materials	T 2: Assists in the loading and unloading of supplies and materials	15	7	5	5	4	4.67	
PI 9: Physical inventory taking	A. 1: No. of items correspondingly verified & checked	T 1: Conducts physical inventories on all property, equipment issued to staff and employees of the university	20	12	5	5	4	4.67	
PI 14: Receipt ,collection, and preparation of reports of Waste Materials & Unserviceable Properties	A. 1: Percentage of unserviceable properties/waste materials received and collected from different units/offices/centers	T 1: Collects and receives waste materials and unserviceable PPE from different units/offices/centers	100%	100% (1,574/1,574)	5	5	5	5.00	
	A. 1: No. of WMR prepared and printed	T 1: Prepares and prints Waste Material Reports	100	29 WMR prepared and printed	5	5	4	4.67	

MFO/PAPS	Program/Activities Undertaken	Task Assigned	JANUARY to DECEMBER 2023 TARGET	JANUARY to JUNE 2023 ACCOMPLISHMENT	Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
	A.2: No. of I & I R prepared and printed	T 2: Prepares and prints Inventory & Inspection Report	100	56 I&IR prepared and printed	5	5	4	4.67	
	A.3 : Percentage of unserviceable properties listed for inspection and evaluation by Vsu Disposal Committee	T 3: Lists unserviceable properties for submission to the VSU Disposal Committee	100%	100% (761/761 items)	5	5	5	5.00	
	A. 4: No. of cancelled PAR/ICS made in the individual folders	T 4: Cancels ARE/ICS base on returned unserviceable item or waste material	100	179	5	5	5	5.00	
PI 15: Segregation, evaluation and inspection of waste materials/ unserviceable properties,	A. 1: Percentage of waste materials/unserviceable properties segregated/grouped by kind and by lot	T 1: Segregates or groups waste materials and unserviceable properties by lot	100%	100% (761/761)	5	5	5	5.00	
	A. 2: No. of items group and weighed by lot	T 2: Weighs unserviceable properties per kilo by lot	26	28 lots	5	5	5	5.00	
	A. 3: No. of hours performed in assisting the Disposal Committee during the conduct of inspection and evalaution of unserviceable properties for public auction	T 3: Assists the Disposal Committee in the inspection and evaluation of unserviceable properties for public auction.	20	16	5	5	5	5.00	

MFO/PAPS	Program/Activities Undertaken	Task Assigned	JANUARY to DECEMBER 2023 TARGET	JANUARY to JUNE 2023 ACCOMPLISHMENT	Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
PI 16: Inspection and disposal of working animals	A.1: No. of hours performed in witnessing the Inspection /disposal of the sale/death of animals 15 mins. after receipt of request	T 1: Conducts inspection of disposal on sale or death of animals owned by the university	25	21	5	5	5	5.00	
Total Over-all Rating					80.00	80.00	74.00	78.00	

Average Rating (Total Over-all rating divided by 16)			4.88
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING			
ADJECTIVAL RATING			

Comments & Recommendations for Development Purposes:
 * Recommended to attend seminar/ training on Disposal of Govt Property & warehousing & Storage management.

Evaluated and Rated by:

ALICIA M. FLORES

Head, SPO

Date: 7/25/23

Recommending Approval:

RYSAN C. GUINOCOR

Director, ASO

Date: 7/25/23

Approved by:

DANIEL LESLIE S. TAN

VP for Admin and Finance

Date: 7/26/23

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2023

Name of Staff: EDITO G. PIAMONTE

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	59				
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	59				
Average Score	4.92				
Overall recommendation	:				


ALICIA M. FLORES
 Head, SPO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: EDITO G. PIAMONTE

Performance Rating: January - June 2023

Aim: **Effective and efficient delivery of Supply and Property Management Services**

Proposed Interventions to Improve Performance:

Date: January 1

Target Date: June 30, 2023

First Step:

Recommended to attend Seminar-Workshop applicable to Property Custodian and as government personnel/employee such as:

- 1.) Seminars/trainings conducted by POAP
- 2.) Supply and Property Management System to be conducted by COA
- 3.) Appraisal and Disposal of Government Property to be conducted by COA

Result:

- No trainings were taken because there is no schedule posted by COA.

Date: _____ Target Date: _____

Next Step:

Outcome: Not attended yet the recommended seminar/trainings/workshops.

Final Step/Recommendation:

1. Recommended to attend seminar/training on Disposal of Government Property and Warehousing and storage management.

Prepared by:


ALICIA M. FLORES
Unit Head

Conforme:


EDITO G. PIAMONTE
Name of Ratee