



**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	4.84	70%	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
<b>TOTAL NUMERICAL RATING</b>			<b>4.88</b>

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:

  
**RYSAN C. GUINOCOR**  
Department/Office Head

Recommending Approval:

  
**RYSAN C. GUINOCOR**  
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 **January to June 2021**.

  
**ALICIA M. FLORES**  
Ratee

  
**RYSAN C. GUINOCOR**  
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	January to June 2021		Rating				Remarks
			Target	Actual	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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	2 Quality Procedures	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	2	3	5	5	5	5.00	
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	6 Accounting 3 COA 3QAC	5	5	4	4.67	



MFO/PAPS	Program/Activities Undertaken	Task Assigned	January to June 2021		Rating				Remarks
			Target	Actual	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
SPMO 2: ARTA aligned frontline services									
PI 1. Efficient & customer friendly frontline service	4 Frontline services	T1: Serves and attends to cleints 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 18: Office, Staff Management and Maintenance	<b>A.1:</b> No. of staff monitored, evaluated coached, supervised for effective and efficient office management	<b>T 1:</b> Coaches, supervises, evaluates the work performances of subordinates	11	11	5	5	5	5.00	
	<b>A.2:</b> No. of meetings with subordinates conducted	<b>T 2:</b> Conducts office meetings with subordinates	6	8	5	5	4	4.67	
	<b>A.3 :</b> No. of innovations for effective and efficient services introduced	<b>T 3:</b> Introduces innovations for effective and efficient services	1	2	5	5	5	5.00	
	<b>A.4 :</b> No. of policies and guidelines of VSU Property Management and Custodianship revisited and reviewed	<b>T 4:</b> Revisits policies and guidelines of VSU Property management and custody.	1	1	5	5	4	4.67	
	<b>A.5:</b> No of clearances received, reviewed and signed	<b>T 5:</b> Receives, reviews and signs clearances due to transfer, separation, resignation, retirement and death	50	52	5	5	5	5.00	
	<b>A.6:</b> No. of documents prepared.	<b>T 6:</b> Prepares, drafts, encodes, prints and submits offices documents such as letter requests, OPCR, PRs for SME, travel etc	10	15	5	5	4	4.67	
	<b>A.7:</b> No. of meetings called by supervisor/higher authorities and seminars attended	<b>T 7:</b> Attends to meetings called by supervisor/ higher authorities and to seminars	6	7	5	5	5	5.00	
PI 19: Involvement and Coordination of university committees	<b>A.1:</b> Number of Disposal activities and documents preparation as member of the Disposal Committee	<b>T.1</b> Check and verify unserviceable properties returned by end users	1000	1,818	5	5	5	5.00	
		<b>T.2</b> Computes appraised value of returned property	100%	100% (1818/1818)	5	5	4	4.67	

MFO/PAPS	Program/Activities Undertaken	Task Assigned	January to June 2021		Rating				Remarks
			Target	Actual	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
		T.3 Attendance to meetings and ocular inspection	2	4	5	5	5	5.00	
<b>ODAS GASS 3: Supply &amp; Property Management Services</b>								0.00	
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	543	5	5	4	4.67	
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	199	5	5	4	4.67	
PI 4: 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	12	11	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%	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	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	93	5	5	5	5.00	
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	104 IIRUP 51 WMR	5	5	4	4.67	
PI 15: Public auction/bidding of unserviceable properties	A. 1: No. of unserviceable properties appraised for disposal thru public auction	T 1: Computes appraisal value of unserviceable properties for disposal	1000	1,818	5	5	4	4.67	



MFO/PAPS	Program/Activities Undertaken	Task Assigned	January to June 2021		Rating				Remarks
			Target	Actual	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
PI 16: Disposal thru (sale)/death of working animals and all other animals owned by the University	<b>A.1:</b> No. of request for the disposal (sale)/death of working animals and all other animals owned by the University acted and witnessed	<b>T 1:</b> Checks, verifies and signs reports of sale/death of working animals	10	104	5	5	4	4.67	
PI 19: Procurement, issuance and preparation of reports of Fuel, Oil and lubricants	<b>A.1:</b> No. of documents for fuel purchase request checked and approved	<b>T 1:</b> Checks and approves purchase request and other supporting documents for fuel, oil and lubricants	3	3	5	5	4	4.67	
	<b>A.2:</b> No. of reports, for fuel and oil issued checked and signed	<b>T 2:</b> Checks and signs reports of fuel and oil issuance (Statement of Accounts, Monthly Reports, etc)	100	505	5	5	5	5.00	
<b>SPMO 3: Innovations &amp; new Best Practices</b>									
PI 10: Preparation of Quality Procedures and Operation Manuals	<b>A.1:</b> Number of new systems/innovations/proposals introduced and implemented	<b>T 1:</b> Prepares Quality Procedures and work instruction of SPMO processes	1 new Innovation system; 1 Process Flow 1 new Work Instructions	2 Quality Procedures: * QP on Disposal * QP on Inventory taking & Tagging	5	5	5	5.00	
	<b>A.2:</b> Number of draft Operations Manual and revised existing manual prepared	<b>T 2:</b> Draft Operation manual	1 Operations manual	75%	5	5	4	4.67	
PI 2: Development and Implementation of New System on Supply & Property Management	<b>A.1:</b> Number of reports/documents suggested for inclusion in the implementation of Supply and Property Management System	<b>T 1:</b> Conceptualize processes to be included in the Supply and Property Management System	5	6	5	5	5	5.00	
<b>Total Over-all Rating</b>					145.00	145.00	131.00	140.33	

<b>Average Rating (Total Over-all rating divided by 29)</b>		4.84
<b>Additional Points:</b>		
<b>Punctuality</b>		
<b>Approved Additional points (with copy of approval)</b>		
<b>FINAL RATING</b>		
<b>ADJECTIVAL RATING</b>		

<b>Comments &amp; Recommendations for Development Purposes:</b> Recommended to attend Supervising Development Course of CSC.
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Evaluated and Rated by:

**RYSAN C. GUINOCOR**

Director, ODAS

Date: 7-30-21

Recommending Approval:

**RYSAN C. GUINOCOR**

Director, ODAS 7/30

Approved by:

**REMBERTO A. PATINDOL**

Vice President

7/30

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2021

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

Position: **ADMINISTRATIVE OFFICER 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						

**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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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 : \_\_\_\_\_

  
**RYSAN C. GUINOCOR**  
 Director ODAS



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ALICIA M. FLORES

Performance Rating: January to June 2021

Aim: Enhance management and leadership competencies

Proposed Interventions to Improve Performance:

Date: January 1

Target Date: June 30, 2021

First Step: Send to various relevant training relevant to supply and property management

Result:

Empowered custodian of VSU properties

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step: Send to attend Supervisory Development Course of CSC

Outcome:


Final Step/Recommendation:

She is ripe to assume other management function either as VSU Budget officer or retained as head of SPMD.

Prepared by:

  
**RYSAN C. GUINOCOR**  
Director, ODAS

Conforme:

  
**ALICIA M. FLORES**  
Name of Ratee Faculty/Staff