

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF


Name of Administrative Staff: JESSAMINE C. ECLEO

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.84	4.84 x 70%	3.39
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	5.00 x 30%	1.50
TOTAL NUMERICAL RATING			4.89

TOTAL NUMERICAL RATING: 4.89
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.89

ADJECTIVAL RATING: OUTSTANDING


Prepared by:


JESSAMINE C. ECLEO
Information Systems Analyst 2-11-20

Reviewed by:



REMBERTO A. PATINDOL
VP for Administration & Finance 2-11-20

Approved:


REMBERTO A. PATINDOL
Chairman, PMT 2-11-20

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JESSAMINE C. ECLEO**, of the Office of the Vice President for Administration & Finance commits to deliver and agree to the rated on the attainment of the following targets in accordance with the indicated measures for the period July to December, 2019.


JESSAMINE C. ECLEO
Ratee

Approved:


REMBERTO A. PATINDOL
Head of Unit **2-10-20**

MFOs & PAPs	Project/Activity	Tasks Assigned	Acomplishments		Percent Accomplishment	Rating				Remarks
			Target	Actual		Q ¹	E ²	T ³	A ⁴	
UMFO 5. General Administration and Support Services										
PI 1: Efficient Office Management	A1. Office Related Tasks	T1. Number of vouchers/payments for Globe group plan of VSU key officals and other accounts under VSU prepared (w/ 42 accounts)	6 preparations of lumped payment	6	100.0%	5	5	5	5.00	
		T2. Percentage of queries/concerns of all Globe accounts under VSU promptly attended and communicated to VSU's Globe account manager & other Globe concerned authorities	100% accomplished	100% accomplished	100.0%	5	4	5	4.67	
		T3. Percentage of updating-related requests (e.g. financial matters, BAC-related docs, etc.) of the University's Transparency Seal complied on time	100% accomplished	100% accomplished	100.0%	5	5	5	5.00	
	A2. Report Preparation & Submission	T1. Number of quarterly updates of the List of Publicized Projects for submission to COA prepared and submitted on time	2	2	100.0%	4	5	5	4.67	
		T2. Percentage of needed reports in relation to monitoring of all on-going contracts to concerned/regulatory agencies (COA, Congress, BOR, NEDA, DBM, etc.) prepared on time	100% accomplished	100% accomplished	100.0%	5	5	5	5.00	
		T3. Percentage of VSU CHED-HEMIS data collected	100% accomplished	100% accomplished	100.0%	5	5	5	5.00	
		T4. Percentage of CHED-HEMIS forms accomplished and uploaded to CHECK System of CHED	100% accomplished	100% accomplished	100.0%	5	5	5	5.00	
	PI 3. Involvement in major university committee	A1. Disposal Committee Involvement as Secretariat	T1. Number of Notices of Meetings prepared	2	1	50.0%	5	5	4	4.67
T2. Number of Attendance Sheets for Meetings			2	2	100.0%	5	5	5	5.00	
T3. Number of Minutes of Meetings prepared			2	2	100.0%	4	5	4	4.33	
T4. Number of Resolutions prepared			2	1	50.0%	5	5	5	5.00	
T5. Number of Notices of Award prepared			6	6	100.0%	5	5	5	5.00	

PI 5. Computer Management System Development & Maintenance	A1. Financial Management System (FMS)	T1. Percentage of FMS related-requests/queries/concerns of the end-users regarding system use promptly complied/attended	100% accomplished	100% accomplished	100.0%	5	5	4	4.67	
		T2. Percentage of database updating requests from end-users attended to and complied.	100% accomplished	100% accomplished	100.0%	5	4	5	4.67	
	A2. HRMIS' Procurement System	T1. Percentage of procurement-related queries/concerns from HRMIS concerned personnel attended to	100% accomplished	100% accomplished	100.0%	5	5	5	5.00	
Total Overall Rating									72.67	
Average Rating (Total Over-all rating divided by # of entries)			4.84				Comments & Recommendations for Development Purpose: <i>To attend trainings / seminars on information Systems planning & implementation</i>			
Additional Points:		0.00								
Punctuality		0.00								
Approved Additional points (with copy of		0.00								
FINAL RATING		4.84								
ADJECTIVAL RATING		OUTSTANDING								

Evaluated & Rated by:


REMBERTO A. PATINDOL
PMT Chairman

Date: 2-10-20

Recommending Approval:


REMBERTO A. PATINDOL
Vice President for Adminsitration & Finance

Date: 2-10-20

Approved:


EDGARDO E. TULIN
President

Date: 2-11-20

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY - DECEMBER 2019Name of Staff: JESSAMINE C. ECLEOPosition: Information System Analyst I

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						

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		5.0				

Overall recommendation : _____


REMBERTO A. PATINDOL
Name of Head

2-10-20

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Jessamine C. Ecleo
Performance Rating: July to December 31, 2019

Signature: 

Aim: Improved administration and financial services performance.

Proposed Interventions to Improve Performance:

Date: July 1, 2019

Target Date: December 31, 2019

First Step:

Develop her skills and knowledge on good governance.

Result:

Was able to attend AGAP Convention-Seminar with the theme "Linking Financial Resilience and Good Governance"

Date: Feb. 3, 2020

Target Date: June 2020

Next Step:

Send her to training on the use and administration of ENGAS, which will be adopted by the university for its financial transactions.

Final Step/Recommendation:

Let her assist in the training on the use of ENGAS of concerned end-users in the Finance office in the university.

Prepared by:


REMBERTO A. PATINDOL
Unit Head

2-10-11

Conforme :


JESSAMINE C. ECLEO