



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **LESTER G. LAYOLA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.76	70%	3.33
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.50
TOTAL NUMERICAL RATING			4.83

TOTAL NUMERICAL RATING: 4.83

Add: Additional Approved Points, if any: 0.0

TOTAL NUMERICAL RATING: 4.83

FINAL NUMERICAL RATING 4.83

ADJECTIVAL RATING: Outstanding

Prepared by:

LESTER G. LAYOLA
Name of Staff

Reviewed by:

JESSAMINE C. ECLEO
Head, Procurement

Recommending Approval:

RYSAN C. GUINOCOR
Director, ASO

Approved:

EDGARDO E. TULIN
VP for Administration & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LESTER G. LAYOLA, of the Procurement Office 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 2023.

1-21-2024

Approved:

1/21/2024

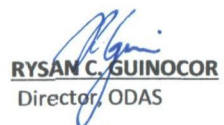
MFOs & PAPs	Success Indicators	Tasks Assigned	Accomplishments		Percent Accomplishment	Rating				Remarks
			Target	Actual		Q ¹	E ²	T ³	A ⁴	
OVPAF STO 1: ISO 9001:2015 Aligned Documents										
PI 1: ISO 9001:2015 aligned documens and compliant processes	A1. Clients served rated the services received at least very satisfactory	T1. Rating from clients on preparation & monitoring of payment/vouchers	Very satisfactory	Very satisfactory	100.0%	5	5	5	5.00	
OVPAF STO 3: ARTA aligned compliance and reporting requirements										
PI 1: ARTA aligned frontline services	A1. ARTA aligned frontline services	T1.: Number of complaints from clients in relation to efficient and customer friendly services	0 complaint	0 complaint	100.0%	5	5	4	4.67	
OVPAF MFO 6: PROCUREMENT SERVICES										
ODAS GASS 3: Procurement Services										
PI 1. Procurement Services	A1. Procurement Planning & Management Services	T1. Number of suppliers/contractors/consultants' registry updated annually	1 registry	1	100.0%	5	4	4	4.33	
	A2. Support Services to the BAC	T1. Number of BAC-related documents served and retrieved from bidders (NOA, Contract, NTP, PO, etc.)	100	631	631.0%	5	5	5	5.00	
		T2. Number of Request for Quotations (RFQs) prepared/generated	500	1726	345.2%	5	4	5	4.67	
		T3. Number of Request for Quotations (RFQs) served and retrieved to and from bidders	500	1438	287.6%	5	4	5	4.67	
		T4. Number of cargo hauled to and from the Baybay Port	25	31	124.0%	5	5	5	5.00	
Total Overall Rating									33.33	
Average Rating (Total Over-all rating devided by # of entries)		4.76				Comments & Recommendations for Development Purpose: <i>Works w/ sense of responsibility.</i> <i>Deserves to be promoted.</i>				
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING		4.76								
ADJECTIVAL RATING		Outstanding								

Evaluated & Rated by:


JESSAMINE C. ECLEO
Head

Date: 1/21/2024

Recommending Approval:


RYSAN C. GUINOCOR
Director, ODAS

Date: 1/22/2024

Approved by:


EDGARDO E. TULIN
VP, Admin. & Finance

Date: 1-22-2024



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2023

Name of Staff: LESTER G. LAYOLA

Position: Administrative Aide III (Casual)

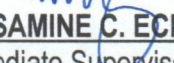
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		5.0				

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 : Deserves to be promoted to higher positions


JESSAMINE C. ECLEO
Immediate Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LESTER G. LAYOLA

Performance Rating: July to December 2023

Aim: Effective and efficient delivery of procurement services

Proposed Interventions to Improve Performance:

Date: July 1, 2023 Target Date: December 31, 2023

First Step:

Recommend to attend refresher course on RA 9184 and updates thereto

Result:

Attended in-house training on RA 9184

Date: _____ Target Date: _____

Next Step:


To attend intermediate course on RA 9184

Outcome: Improved work performance.

Final Step/Recommendation:

To be promoted to a higher regular position in the ROSSS suited to his qualifications.

Prepared by:


JESSAMINE C. ECLEO
Unit Head

Conforme:


LESTER G. LAYOLA
Name of Ratee Faculty/Staff