



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **Lilibeth Victoria V. Pagalan**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.83	70%	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
TOTAL NUMERICAL RATING			4.88

TOTAL NUMERICAL RATING: 4.88


Add: Additional Approved Points, if any: 0.00

TOTAL NUMERICAL RATING: 4.88


FINAL NUMERICAL RATING 4.88

ADJECTIVAL RATING: Outstanding

Prepared by:


LILIBETH VICTORIA V. PAGALAN
Name of Staff


Reviewed by:


JESSAMINE C. ECIO
Department/Office Head

Recommending Approval:


RYSAN C. GUINOCOR
Dean/Director

Approved:


ELWIN JAY V. YU
Vice President



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LILIBETH VICTORIA V. PAGALAN, of the Office of the Head for Procurement commits to deliver and agree to the rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2024.

LILIBETH VICTORIA V. PAGALAN
Ratee

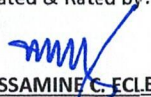
Approved:

JESSAMINE C. ECLEO
Immediate Supervisor

7/17/24


MFOs & PAPs	Success Indicators	Tasks Assigned	Acomplishments		Percent Accomplishment	Rating				Remarks
			Target	Actual		Q ¹	E ²	T ³	A ⁴	
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 served on services related to BAC secretariat	Very satisfactory	Very satisfactory		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		5	5	5	5.00	
OVPAF GASS 1: Administrative and Support Services Management										
PI 1: Administrative and Support Services Management	A1: Administrative and Support Services Management	T1: Number of university committtees/association involvement	1	1	100.0%	5	5	5	5.00	
OVPAF MFO 6: PROCUREMENT SERVICES										
ODAS GASS 3: Procurement Services										
PI 1. Procurement Services	A1. Support Service to the BAC	T1. Number of BAC meetings facilitated and attended	80	101	126.3%	5	5	5	5.00	
		T2. Number of Minutes of Meetings prepared	50	61	122.0%	5	5	5	5.00	
		T3. Number of Notice of Award prepared	50	31	62.0%	4	4	4	4.00	
		T4. Number of Project Contracts prepared	50	79	158.0%	5	5	5	5.00	
		T5. Number of Notice to Proceed prepared	40	79	197.5%	5	5	5	5.00	
		T6. Number of emails sent to suppliers (to serve the notices, contracts, and purchase orders as well to follow-up submission of documents)	200	211	105.5%	5	5	5	5.00	
		T7. Number of post-qualification assisted	1	1	100.0%	5	5	5	5.00	
		T8. Percentage of inquiries/clarifications by suppliers/cleintees related to procurement answered through phone calls and emails	100%	100%	100.0%	4	4	4	4.00	
		T9. Number of administrative/financial documents (Travel Orders, RIS, Cash Advance, Replenishment, and Liquidations vouchers)	10	16	160.0%	5	5	5	5.00	
Total Overall Rating									58.00	
Average Rating (Total Over-all rating devided by # of entries)			4.83			Comments & Recommendations for Development Purpose: <i>Very dependable employee.</i>				
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING										
ADJECTIVAL RATING			Outstanding							

Evaluated & Rated by:


JESSAMINE C. ECLEO
Immediate Supervisor

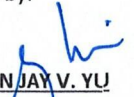
Date: 7/17/24

Recommending Approval:


RYSAN C. GUINOCOR
Director, ODAS

Date: 7-23-24

Approved by:


ELWIN JAY V. YUJ
VP, Admin. & Finance

Date: 7/23/24

"Exhibit G"

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 nd	
	3 rd	
	4th	

Name of Office: Procurement Office

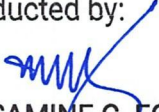
Head of Office: Jessamine C. Ecleo

Number of Personnel: 13


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		Meet with concerned staff to discuss monthly accomplishments to be used for ManCom meetings conducted by ODAS as well as ISO-related concerns			Conducted monthly
Coaching	Coach the concerned staff with regard to processing of procurement documents				As the need arises

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


JESSAMINE C. ECLEO
Immediate Supervisor

Noted by:


RYSAN C. GUINOCOR
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Lilibeth Victoria V. Pagalan
Performance Rating: January - June 2024

Aim: Effective and efficient delivery of procurement services

Proposed Interventions to Improve Performance:

Date: January 2024 Target Date: June 2024

First Step:

Recommend to attend forums and/or refresher course on government
procurement

Result:

Updated and knowledgeable on procurement policies and procedures
especially with the updates on the 2016 Revised IRR of RA 9184

Date: _____ Target Date: _____

Next Step:

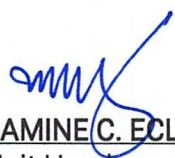
Recommend to attend any of the available POAP trainings

Outcome: Improved work performance

Final Step/Recommendation:

To be given the higher ROSSS position of the office suited to her qualifications.

Prepared by:


JESSAMINE C. ECLEO
Unit Head

Conforme:


LILIBETH VICTORIA V. PAGALAN
Name of Ratee Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2024

Name of Staff: Lilibeth Victoria V. Pagalan Position: Administrative Aide VI

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

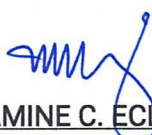
A. Commitment (<i>both for subordinates and supervisors</i>)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	(5)	4	3	2	1
2.	Makes self-available to clients even beyond official time	(5)	4	3	2	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 N/A	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	(5)	4	3	2	1



PROCUREMENT OFFICE

Visayas State University, Visca, Baybay City, Leyte
Email: procurement@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1093

the assignment is not related to his position but critical towards the attainment of the functions of the university					
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	60 55				
B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)	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: <i>Works with sense of responsibility.</i>					


JESSAMINE C. ECLEO
 Immediate Supervisor