


COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

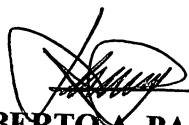
Name of Administrative Staff: JESSAMINE C. ECLEO


Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.89	4.89 x 70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	5.00 x 30%	1.50
TOTAL NUMERICAL RATING			4.92

TOTAL NUMERICAL RATING: 4.92
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.92

ADJECTIVAL RATING: OUTSTANDING

Prepared by: 
MARIA ROBERTA S. MIRAFLOR
Administrative Officer II

Reviewed by: 
REMBERTO A. PATINDOL
VP for Admin. & Finance

Recommending Approval: 
REMBERTO A. PATINDOL
Chairman, PMT

Approved: 
EDGARDO E. TULIN
President

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 2018.

JESSAMINE C. ECLEO

Ratee

Approved:

REMBERTO A. PATINDOL

Head of Unit

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 Globe Bills paid	260	263	101.2%	5	5	4	4.67	
		T2. Queries from Globe Plan owners attended	1% complaint	0 complaint	100.0%	4	5	5	4.67	
PI 3. Involvement in major university committee	A1. Bids and Awards Committee Involvement as Secretariat	T1. No. of Quarterly Reports on Publicized Projects submitted to COA on time	2	2	100.0%	5	4	5	4.67	report on bidding with data on project contracts, duration, & status
		T2. No. of Agency Procurement Compliance & Performance Indicator (APCPI) Report submitted to GPPB on time	1	1	100.0%	5	5	4	4.67	annual report on all procurement conducted (Bidding & Alternative Modes)
		T3. No. of BAC-related communications drafted	7	7	100.0%	4	5	5	4.67	
		T4. No. of projects timelined for bidding	15	22	146.7%	5	5	4	4.67	
		T5. No. of Purchase Requests (PRs) seggregated and consolidated for bidding	300	488	162.7%	5	5	4	4.67	
		T6. No. of Bill of Quantities prepared & posted (PhilGEPS) for bidding	15	22	146.7%	5	5	5	5.00	
		T7. No. of Invitation to Bid/Bid Notices prepared & posted (PhilGEPS)	15	22	146.7%	5	5	5	5.00	
		T8. No. of Bidding Documents preparation assisted and finalized for printing	15	22	146.7%	5	5	5	5.00	
		T9. No. of Bid Supplement prepared	15	19	126.7%	5	5	5	5.00	
		T10. No. of Bid Bulletin posted at PhilGEPS	15	19	126.7%	5	5	5	5.00	
		T11. No. of Eligibility Checklist prepared for bidding	15	22	146.7%	5	5	5	5.00	

	T12. No. of Abstract of Proposals prepared & finalized for printing	15	22	146.7%	5	5	5	5.00	
	T13. No. of Notice of Award (NOA) prepared & issued to Suppliers/Contractors	45	48	106.7%	5	5	5	5.00	
	T14. No. of Contracts drafted for review, finalized & issued to Contractors	2	2	100.0%	5	5	5	5.00	
	T15. No. of Notice to Proceed (NTP) prepared & issued to Suppliers/Contractors	45	48	106.7%	5	5	5	5.00	
	T17. No. of NOA, BAC Resolutions, Contracts/PO, NTP scanned & posted in PhilGEPS	150	168	112.0%	5	5	5	5.00	
	T18. No. of Notice of Meeting prepared	45	50	111.1%	5	5	5	5.00	
	T19. No. of Attendance Sheets prepared	45	50	111.1%	5	5	5	5.00	
	T20. No. of meetings (preprocurement, prebidding, bidding, etc.) attended	50	61	122.0%	5	5	5	5.00	
	T21. Queries from suppliers/contractors/end-users attended	1% complaint	0% complaint	100.0%	5	5	5	5.00	
	Total Overall Rating								107.67
Average Rating (Total Over-all rating divided by # of entries)		4.89			Comments & Recommendations for Development Purpose: <i>To attend trainings on procurement and management.</i>				
Additional Points:									
Punctuality									
Approved Additional points (with copy of app									
FINAL RATING		4.89							
ADJECTIVAL RATING		OUTSTANDING							


Rated & Evaluated by:


REMBERTO A. PATINDOL
PMT

Recommending Approval:


REMBERTO A. PATINDOL
Vice President

Approved by:


EDGARDO E. TULIN
President

Date: _____

Date: _____

Date: _____

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY – DECEMBER 2018

Name of Staff: JESSAMINE C. ECLEO

Position: 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		60				

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Office of the Vice President for Administration & Finance

Head of Office: Dr. REMBERTO A. PATINDOL

Number/Name of Personnel: JESSAMINE C. ECLEO


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Regular Monitoring of progress of preparation & submission of required BAC reports				Improvement in the process and delivery of services
Coaching	Discuss with staff possible mechanisms or actions to facilitate operations of the office				Improvement in the process and delivery of services

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

Conducted by:

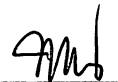
Noted by:


REMBERTO A. PATINDOL
Immediate Supervisor


EDGARDO E. TULIN
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Jessamine C. Ecleo**
Performance Rating: **July 1 to December 31, 2018**

Signature: 

Aim: Improved Procurement Service for the University

Proposed Interventions to Improve Performance:

Date: **July 1, 2018**

Target Date: **December 31, 2018**

First Step:

Let her attend conventions and trainings/workshops related to procurement to give her venue in gaining and/or sharing relevant knowledge, information and even best practices from other agencies.

Result:

Attended AGAP Convention in Iloilo City where she was able to gain latest updates on procurement from an invited resource person from GPPB.

Date: _____

Target Date: _____

Next Step:

Let her go to other model agencies of known performance on procurement for a benchmarking.

Final Step/Recommendation:

Well planned and monitored procurement activities. Proper filing of procurement documents and timely delivery of supplies and materials to the end-users

Prepared by:


REMBERTO A. PATINDOL
Unit Head