



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.88	70%	3.41
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.5
TOTAL NUMERICAL RATING			4.91

TOTAL NUMERICAL RATING:

4.91

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.91

FINAL NUMERICAL RATING

4.91

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

DOREEN B. ALBA

Name of Staff

Reviewed by:

ALICIA M. FLORES

Department/Office Head

Recommending Approval:

RYSAN C. GUINOCOR

Director, ASO

Approved:

DANIEL LESLIE S. TAN

Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Doreen B. Alba**, of the Supply and Property 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, 2023**.

DOREEN B. ALBA

Ratee

ALICIA M. FLORES

Head - SPMO

UNIT 5: 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 DECEMBER 2023 TARGET	JANUARY to JUNE 2023 ACCOMPLISHMENT	Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
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 4: Reports preparation and submission	A. 1: Number of Reports prepared and submitted to COA, QAC, Accounting Office, ODAS, ODF and other regulatory bodies	T 1: Prepare and submit reports to different offices and other regulatory bodies	10	Accounting - 12 COA - 12 ODAS - 6 Finance - 2	5	5	5	5.00	
	A.2: Percentage of ISO documents controlled and monitored	T 2: Prepares various ISO requirement documents	100%	100%	5	5	5	5.00	

MFO/PAPS	Program/Activities Undertaken	Task Assigned	JANUARY to DECEMBER 2023 TARGET	JANUARY to JUNE 2023 ACCOMPLISHMENT	Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
	A. 3: Percentage of documents properly filed and retrievable	T 3: Maintains record filing	100%	100%	5	5	4	4.67	
SPMO 2: ARTA aligned frontline services									
PI 9: Efficient and customer friendly Services	A.1: Frontline services	T 1: Serves and attends to cleints requests and inquiries.	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5.00	
ODAS GASS 1: Administrative and Support Services									
SPMO 1: Administrative and Support Services									
PI 2: Efficient Office Management and maintenance	A.1: Management and supervision of SPMO warehouse for Supplies materials and equipment	Manages and supervises the over-all operation of SPMO warehouse for supplies, materials and equipment	100%	100%	5	5	5	5.00	
	A.2: No. of meetings with warehousemen conducted	T 2: Conducts office meetings with subordinates (Warehousemen)	4	2 (Quarterly)	5	5	4	4.67	
	A.3: No. of innovations for effective and efficient services introduced	T 3: Introduces innovations for effective and efficient services on storage and warehousing	1	1	5	5	4	4.67	
	A.1: Percentage of ISO documents controlled and monitored as dDRC	T 1: Prepares various office documents	100%	100%	5	5	5	5.00	
		T 2: Maintains record filing	100%	100%	5	5	5	5.00	
PI 19: Involvement and Coordination of university committees	A.1: Number of CAC activities and documents preparation as member of the Committee	T.1 Prepare documents for CAC	2	1	5	5	5	5.00	
		T.2 :Attends meeting and actiivities	2	2	5	5	5	5.00	
ODAS GASS 3: Supply & Property Management Services									

MFO/PAPS	Program/Activities Undertaken	Task Assigned	JANUARY to DECEMBER 2023 TARGET	JANUARY to JUNE 2023 ACCOMPLISHMENT	Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
PI 3: Preparation, approval and distribution of PAR/ICS	A.1 : Number of PAR/ICS prepared	T 1: Prepares Property Acknowledgement Receipt and Inventory Custodian Slip	1,000	602	5	5	4	4.67	
	A.2: Number of Lists of end-users of PAR/ICS for distribution and retrieval prepared and printed	T 2: Prepares lists of end-users of PAR/ICS for distribution and facilitate the retrieval of all distributed documents	1,000	602	5	5	4	4.67	
	A.3: Number of retrieved PAR/ICS segregated and filed in the employees individual folder	T 3: Segregates and files the approved ARE/ICS to the individual folder.	1,000	654	5	5	5	5.00	
PI 8: Property documents preparation, processing and monitoring	A.1: Number of Property Cards monitored and updated	T 1: Monitors and updates Property card	300	75	5	5	4	4.67	
	A.2: Number of PAR/ICS filed and monitored	T 2: Files and monitors PAR/ICS	1,000	677	5	5	5	5.00	
Average Rating					85	85	79	83.00	

Average Rating (Total Over-all rating divided by 17)			4.88
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING			
ADJECTIVAL RATING			

Comments & Recommendations for Development Purposes:

*Recommended to attend on Disposal of unserviceable properties & supply management systems training by COA
* One-time cleaning of Govt properties

Evaluated and Rated by:

ALICIA M. FLORES

Head, SPO

Date: 7/25/23

Recommending Approval:

RYSAN C. GUINOCOR

Director, ASO

Date: 7/25/23

Approved by:

DANIEL LESLIE S. TAN

VP for Admin and Finance

Date: 7/26/23

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2023

Name of Staff: **DOREEN B. ALBA**

Position: Administrative Aide IV

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	60				
Average Score	5.0				
Overall recommendation :					


ALICIA M. FLORES
 Head, SPO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **DOREEN B. ALBA**

Performance Rating: **January - June 2023**

Aim: **Effective and efficient delivery of Supply and Property Management Services**

Proposed Interventions to Improve Performance:

Date: **January 1**

Target Date: **June 30, 2023**

First Step:

Recommended to attend Seminar-Workshop applicable to Supply and Property Management such as:

- 1.) Supply and Property Management System to be conducted by COA
- 2.) Disposal of Unserviceable Properties
- 3.) Training/Seminars conducted by POAP

Result:

- 1.) Approved recommendation to attend the Training/Seminars conducted by POAP @ Palawan

Date: **January 2023**

Target Date: **June 13-16, 2023**

Next Step:

Outcome: Attended the recommended seminar/training/workshops.

Final Step/Recommendation:

1. Recommended to attend on Disposal of unserviceable properties and Supply Management System Training.
2. Supply and Property Management System to be conducted by COA

Prepared by:


ALICIA M. FLORES
Unit Head

Conforme:


DOREEN B. ALBA
Name of Ratee