

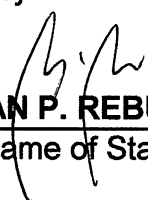
COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF


Name of Administrative Staff: **BRYAN P. REBUYAS**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2 X 3)
1. Numircal Rating per IPCR	4.81	0.70	3.37
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	0.30	1.45
	TOTAL NUMERICAL RATING		4.82

TOTAL NUMERICAL RATING: 4.82
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.82

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

BRYAN P. REBUYAS
Name of Staff

Reviewed by:

ALICIA M. FLORES
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Vice President for Admin. & Finance

Approved:

REMBERTO A. PATINDOL
Vice President for Admin. & Finance

ADMINISTRATIVE STAFF
COMBINATION OF FINAL INDIVIDUAL RATINGS FOR

BRYAN F. REEVES

Name of Administrative Staff

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2 X 3)
1. Numerical Rating for POR	4.61	0.70	3.23
2. Supervisor's assessment of his contribution toward attainment of office accomplishments	4.58	0.30	1.38
TOTAL NUMERICAL RATING			4.61

TOTAL NUMERICAL RATING:
Add Additional Approved Points if any
TOTAL NUMERICAL RATING:

4.62
4.61

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

BRYAN F. REEVES
Name of Staff

ALICIA M. FLORES
Supervisor/Officer

Recommending Approval

RECOMMENDED BY
Vice President for Admin. & Finance

RECOMMENDED BY
Vice President for Admin. & Finance

Approved:

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Bryan P. Rebuyas**, of the Procurement Services Management 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 2018**.

BRYAN P. REBUYAS

Ratee

ALICIA M. FLORES

Head, SPPMO

MFO/PAPS	Program/Activities Undertaken	Task Assigned	Accomplishment January to June 2018		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
UMFO 6: General Administrative and Support Services									
OVPAF MFO 6: Procurement Services									
SPPMO MFO1: Administrative and Support Services									
PI 1: 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	
PSMO MFO 6.2: Procurement Process Management									
PI 2: Procurement documents peparation and processing	A.1 : Number of PO's served and retrieve to and from local suppliers	T 1: Serves and retrieves PO's to and from local suppliers	500	800	5	5	5	5.00	
	A.2 : Number of PO with items picked up at local suppliers	T 2: Pick-up S/M/E at local suppliers in Baybay City & other parts in Leyte	400	550	5	5	5	5.00	
	A.2: Number of trips conducted in hauling cargoes at Baybay Wharf	T 2: Pick-up/haul cargoes at Baybay Wharf coming from VSU Cebu Office & Cebu City suppliers	80	100	5	5	4	4.67	
	A.3: Number of PO's with items delivered to end-users	T 3: Deliver Supplies Materials and Equipment to end-users.	400	500	5	5	4	4.67	

A.4: Number of RFQ served/retrieved to/from local suppliers		T 4: Serve & retrieve RFQ to/from local suppliers	1,500	1,821	5	5	5	5.00	
PSMO MFO 6.3: Procurement Monitoring Management									
PI 2: Procurement documents preparation and processing	A.1: Number of PO with lacking deliveries completed & transaction completed for payments	T 1: Monitoring & completing of PO transactions for PO with lacking deliveries for payments	100	150	5	5	4	4.00	
	A.3: Number of emergency purchases conducted	T 3: Conduct urgent purchases as assigned by head	10	20	5	5	5	5.00	
	A.4: Number of hours conducted washing vehicle assigned at SPPMO	T 4: Conduct simple car maintenance (car washing etc.) to vehicle assigned at SPPMO.	20	60	5	5	5	5.00	
Total Over-all Rating					45	45	42	43.33	

Average Rating (Total Over-all rating divided by 9)
4.81

Additional Points:

Punctuality
XX


Approved Additional points (with copy of approval)
XX

FINAL RATING

ADJECTIVAL RATING

Comments & Recommendations for Development Purposes:
Recommended to attend the following trainings/ Seminars:
1. Updates on the R&AIS/ IRR
2. Property & Supply Management System

Evaluated and Rated by:



ALICIA M. FLORES

Head, SPPMO

Date:_____

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

Recommending Approval:



REMBERTO A. PATINDOL

VP for Admin and Finance

Date: _____

Approved by:



REMBERTO A. PATINDOL

VP for Admin and Finance

Date:_____

Date:

Head, SPMO
 ALICE M. FLORES

Evaluated and Rated by:

Recommending Approver:

VP for Admin and Finance
 REMBERTO A. PATRICIO

Date:

Approved by:

VP for Admin and Finance
 REMBERTO A. PATRICIO

Date:

Comments & Recommendations for:
 Development purposes. The comments to
 allow the follow-up of the
 updates on the risk
 management system

ADJECTIVAL RATING

QUAL RATING

Approved Additional points (with copy of approval)

Finality

Additional Points:

Average Rating (Total Overall rating divided by 9)

4.81

Total Overall Rating									
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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY TO JUNE 2018

Name of Staff: BRYAN P. REBUYAS Position: ADMINISTRATIVE AIDE III


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	58				
Average Score	4.83				

Overall recommendation : _____

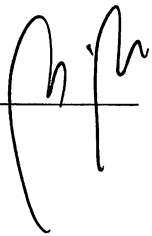


ALICIA M. FLORES
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **BRYAN P. REBUYAS**

Performance Rating: **January to June 2018**

Signature: 

Aim: **Effective and efficient delivery of administrative services**

Proposed Interventions to Improve Performance:

Date: **January 1**

Target Date: **June 30, 2018**

First Step: _____

Recommended to attend Seminar-Workshop applicable to Property Custodian and as government personnel/employee such as:

- 1.) Good Governance and Corporate Social Responsibility to be conducted by POAP**
- 2.) Supply and Property Management System to be conducted by COA**

Result: _____

- The Administrative Scholarship Committee disapproved the recommendation to attend the trainings to be conducted by POAP.**
- Recommendation is approved and the seminar/training on Supply and Property Management System is scheduled on July 17-20, 2018.**

Date: _____ Target Date: _____

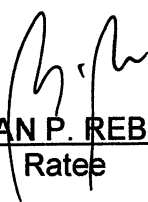
Next Step: _____

Outcome: **Not attended yet the recommended seminar/trainings/workshops.**

Final Step/Recommendation:

Recommended to attend the following:

- 1. Updates on the RA 9184 Implementing Rules and Regulations.**
- 2. Seminar/training on Property and Supply Management.**

Conforme: 
BRYAN P. REBUYAS
Ratee


ALICIA M. FLORES
Unit Head