



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **Arlin B. Flandez**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.88	70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.87

TOTAL NUMERICAL RATING: 4.87


Add: Additional Approved Points, if any: 0.00

TOTAL NUMERICAL RATING: 4.87

FINAL NUMERICAL RATING 4.87

ADJECTIVAL RATING: Outstanding

Prepared by:


ARLIN B. FLANDEZ
Name of Staff

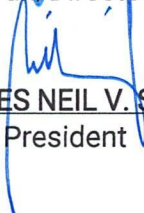
Reviewed by:


JESSAMINE C. ECLEO
Department/Office Head

Recommending Approval:


RYSAN C. GUINOCOR
Dean/Director

Approved:


MOISES NEIL V. SERIÑO
Vice President

01/29/25



PROCUREMENT

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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARLIN B. FLANDEZ, 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 January to December 2024.

ARLIN B. FLANDEZ

Ratee

Approved:

JESSAMINE C. ECLEO

Head

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	4	4.67	
		T2. Number of administrative processes implemented in accordance with existing approved quality procedures	4 processes	4	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	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	2	2	100.0%	5	5	5	5.00	Bids and Awards Committee, AdPA
		T2. Percentage of CARs received and acted (if any)	100% of CAR acted	0 CAR	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 Bid Evaluation Report prepared	50	67	100%+	4	5	5	4.67	
		T2. No. of BAC meetings facilitated and attended	110	198	100%+	5	5	5	5.00	
		T3. Percentage of the total amount of the Indicative APP 2024 undertaken early procurement	50%	65.75%	100%+	4	5	5	4.67	
	A2. Contract Management Services	T1. Number of vouchers prepared for completed POs/contracts in the current year that are endorsed for payment	600	951	100%+	5	5	5	5.00	
		T2. Number of vouchers prepared for completed POs/contracts in the previous year that are endorsed for payment	300	655	100%+	5	5	5	5.00	

MFOs & PAPs	Success Indicators	Tasks Assigned	Acomplishments		Percent Accomplishment	Rating				Remarks
			Target	Actual		Q ⁺	E ⁺	T ⁺	A ⁺	
		T3. Number of vouchers prepared for payment of refund of retention money/warranty, mobilization (for infra), and other payables	150	166	100%+	5	5	4	4.67	
Total Overall Rating						4.82	5.00	4.82	4.88	
Average Rating (Total Over-all rating divided by # of entries)			4.88			Comments & Recommendations for Development Purpose: Can be relied upon her assigned tasks.				
Additional Points:		-								
Punctuality		-								
Approved Additional points (with copy of approval)		-								
FINAL RATING		4.88								
ADJECTIVAL RATING		Outstanding								

Evaluated & Rated by:

Recommending Approval:

Approved by:

JESSAMINE C. ECLEO

Head

Date: 1/28/25

RYSAN C. GUINOCOR

Director, ODAS

Date: 1/24/25

MOISES NEIL V. SERIÑO

VP, Admin. & Finance

Date: 01/29/25

"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: Arlin B. Flandez

Performance Rating: July – December 2024

Aim: Effective and efficient delivery of procurement services

Proposed Interventions to Improve Performance:

Date: July 2024

Target Date: December 2024

First Step:

Encourage to attend pre-retirement seminar

Result:

Informed of what to expect upon retirement

Date: _____ Target Date: _____

Next Step:


Mentor the staff who will replace her assigned tasks

Outcome: Smooth turn-over of tasks

Final Step/Recommendation:

Write a letter to the NAPB for the immediate hiring of staff who will replace Ms. Flandez

Prepared by:


JESSAMINE C. ECLEO
Unit Head

Conforme:


ARLIN B. FLANDEZ
Name of Ratee Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December 2024

Name of Staff: Arlin B. Flandez 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	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



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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					
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	58				
Average Score	4.83				
Overall recommendation:					


JESSAMINE C. ECLEO
 Immediate Supervisor