

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	4.83	4.83 x 70%	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	5.00 x 30%	1.50
TOTAL NUMERICAL RATING			4.88

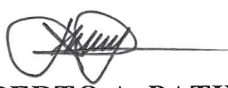
TOTAL NUMERICAL RATING: 4.88
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.88

ADJECTIVAL RATING: OUTSTANDING

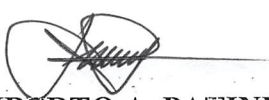
Prepared by:


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 JRM (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 January to June, 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. Files and consolidates PPMPs under GF, STF, TF, IGP and CF.	125	190	152.0%	5	5	4	4.67	
		T2. Prepares PPMP for OVPAF under GF and STF	2	3	150.0%	5	5	4	4.67	
		T3. Prepares Travel Documents for the VPAF	10	15	150.0%	5	5	5	5.00	
		T4. Prepares payment for VSU Globe Plan Bills with 42 accounts	6	6	100.0%	5	4	5	4.67	
		T5. Attends promptly to queries of VSU Globe Plan users	100% completed	100% attended	100.0%	5	4	5	4.67	
		T6. Checks and countersigns documents for VPAF action.	1500	3198	213.2%	5	5	4	4.67	
	A2. Report Preparation & Submission	T1. Prepares and upates Annual Procurement Plan (APP) of the university for submission to COA & GPPB	3	2	66.7%	5	5	4	4.67	
		T2. Prepares quarterly updates of the List of Publicized Projects for submission to COA	2	2	100.0%	5	4	5	4.67	
PI 3. Involvement in major university committee	A1. Bids and Awards Committee Involvement as Secretariat	T1. Consolidates on time the PRs/Items received in preparation for Bidding	100% consolidated	100% consolidated	100.0%	5	5	4	4.67	
		T2. Schedules bidding activities	8	11	137.5%	5	5	5	5.00	
		T3. Prepares Notices of Meeting	16	27	168.8%	5	5	5	5.00	
		T4. Prepares Attendance Sheets for BAC Meetings	16	27	168.8%	5	5	5	5.00	
		T5. Prepares and finalizes Bill of Quantities for the Bidding and for posting in the PhilGEPS	8	11	137.5%	5	5	5	5.00	
		T6. Prepares Invitation to Bid (ITB) for approval by the BAC Chairman and the HOPE	8	11	137.5%	5	5	5	5.00	
		T7. Assists in the preparation of Bidding Documents	8	11	137.5%	4	5	5	4.67	
		T8. Assists in the preparation and processing of Contract/PO	24	11	45.8%	5	5	5	5.00	
		T9. Prepares Notice of Award for approval by the HOPE	24	28	116.7%	5	5	5	5.00	
		T10. Prepares Notice to Proceed for approval by the HOPE	24	28	116.7%	5	5	5	5.00	
		T11. Prepares Abstract of Proposal	8	11	137.5%	5	5	5	5.00	

MFOs & PAPs	Project/Activity	Tasks Assigned	Acomplish mts		Percent Accomplishment	Rating				Remarks
			Target	Actual		Q ¹	E ²	T ³	A ⁴	
		T12. Creates and posts bid notices in the PhilGEPS	8	11	137.5%	5	5	5	5.00	
		T13. Creates and posts award notices in the PhilGEPS	24	28	116.7%	5	5	5	5.00	
		T14. Creates and posts Bid Supplements in the PhilGEPS	8	11	137.5%	5	5	5	5.00	
		T15. Posts Notice to Proceed in the PhilGEPS	24	28	116.7%	5	5	5	5.00	
		T16. Posts BAC Resolutions in the PhilGEPS	8	11	137.5%	5	5	5	5.00	
		T17. Scans and consolidates BAC-related documents (APP including Supplements, ITBs, NOAs, Awarded Contracts, NTPs, BAC Resolutions, APCPI Report)	100% completed	95% completed	100.0%	5	4	4	4.33	
		T18. Posts BAC-related documents (listed in T17) in the Transparency Seal of the University Website	100% completed	95% completed	100.0%	4	5	4	4.33	
		T20. Attends to Meetings, Conferences, and Public Biddings	16	27	168.8%	5	5	5	5.00	
		T21. Prepares Checklist of Eligibility per bidding	8	11	137.5%	5	5	5	5.00	
	A2. Disposal Committee Involvement as Secretariat	T1. Number of Notices of Meetings prepared	1	1	100.0%	5	5	5	5.00	
		T2. Number of Attendance Sheets for Meetings	1	1	100.0%	5	5	5	5.00	
		T3. Number of Minutes of Meetings prepared	1	1	100.0%	5	4	4	4.33	
PI 5. Computer Management System Development & Maintenance	A1. Financial Management System (FMS)	T1. Promptly attends to queries/concerns of the end-users regarding system use.	100% attended	100% attended	100.0%	5	5	4	4.67	
		T2. Promptly updates database records.	100% updated	100% updated	100.0%	5	5	4	4.67	
Total Overall Rating								159.33		
Average Rating (Total Over-all rating divided by # of entries)			4.83		Comments & Recommendations for Development Purpose: <i>To attend trainings/seminars on procurement and contract administration.</i>					
Additional Points:		0.00								
Punctuality		0.00								
Approved Additional points (with copy of approval)		0.00								
FINAL RATING		4.83								
ADJECTIVAL RATING		OUTSTANDING								

Evaluated & Rated by:


REMBERTO A. PATINDOL
PMT Chairman

Date: _____

Approved:


REMBERTO A. PATINDOL
Vice President for Adminsitration & Finance

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY – JUNE 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	25				
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:



REMBERTO A. PATINDOL
Immediate Supervisor

Noted by:


EDGARDO E. TULIN
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Jessamine C. Ecleo
Performance Rating: January 1 to June 30, 2018

Signature: 

Aim:

Proposed Interventions to Improve Performance: To enhance and improve her knowledge on doing secretariat works for the Bids and Awards and Committee and solicit best practices of good performing agencies in procurement and apply it to VSU.

Date: January 1

Target Date: June 30, 2018

First Step:

Send her to forums, workshops or trainings relative to procurement.

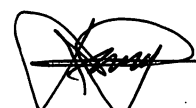
Result:

Improved and enhanced knowledge in doing secretariat works and practices relative to procurement.

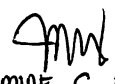
Outcome: _____

Final Step/Recommendation:

Prepared by:


REMBERTO A. PATINDOL
Unit Head

Conforme :


JESSAMINE C. ECLEO
RATEE