



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **LEOPOLDO S. ESCALA, JR.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.90	70%	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
<b>TOTAL NUMERICAL RATING</b>			<b>4.93</b>

TOTAL NUMERICAL RATING: 4.93

Add: Additional Approved Points, if any: 0.0

TOTAL NUMERICAL RATING: 4.93

FINAL NUMERICAL RATING 4.93

ADJECTIVAL RATING: Outstanding

Prepared by:

**LEOPOLDO S. ESCALA, JR.**

Name of Staff

Reviewed by:

**JESSAMINE C. ECLEO**

Head, Procurement

Recommending Approval:

**RYSAN C. GUINOCOR**

Director, ODAS

Approved:

**DANIEL LESLIE S. TAN**

VP for Administration & Finance

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LEOPOLDO S. ESCALA JR., of the Procurement Office commits to deliver and agree to the rated on the attainment of the following <sup>accomplishments w/</sup> targets in accordance with the indicated measures for the period January to June 2023.

LEOPOLDO S. ESCALA JR.

Ratee

7/18/23

Approved:

JESSAMINE C. ECLEO

Immediate Supervisor

7/18/23

MFOs & PAPs	Success Indicators	Tasks Assigned	Acomplishments		Percent Accomplishment	Rating				Remarks
			Target	Actual		Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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 served on services related to BAC secretariat and contract management	Very satisfactory	Very satisfactory	100.0%	5	5	5	5.00	
		T1. Number of procurement process implemented according to QPs	2	2	100.0%	5	5	5	5.00	
<b>OVPAF STO 3: ARTA aligned compliance and reporting requirements</b>										
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	
<b>OVPAF GASS 1: Administrative and Support Services Management</b>										
PI 1: Administrative and Support Services	A1: Administrative and Support Services Management	T1: Number of university committtees/association involvement	1	2	200.0%	5	5	5	5.00	
		T2. Percentage of PhilGEPS posting-related documents maintained and filed	100%	100%	100.0%	4	5	5	4.67	
<b>OVPAF MFO 6: PROCUREMENT SERVICES</b>										
<b>ODAS GASS 3: Procurement Services</b>										
PI 1. Procurement Services	A1. Support Service to the BAC	T1. Number of Bid Bulletin for Competitive Bidding prepared and posted in PhilGEPS and VSU Website	25	24	96.0%	4	5	5	4.67	
		T2. Number procurement opportunities for Alternative Method with ABC of above 50K posted in the PhilGEPS and VSU Website	40	97	242.0%	5	5	5	5.00	
		T3. Number of projects procured thru Alternative Method that are posted in the PhilGEPS awarded and updated	50	56	112.0%	5	5	5	5.00	
		T4. Number of procurement projects undertaken thru NP-2 Failed Biddings facilitated and awarded	2	3	150.0%	5	5	4	4.67	
		T5. No. of BAC meetings facilitated and attended	50	58	116.0%	5	5	5	5.00	
		T6. Number of Purchase Order prepared for Competitive Bidding, NP-2FB, and NP-EC modalities	125	35	28.0%	5	5	4	4.67	transferred to Ms. Alba (new BAC Sec)
		T7. Number of Trainings/Webinars Attended	1	1	100.0%	5	5	5	5.00	




		<b>T8.</b> Percentage of inquiries/clarifications of Suppliers/cleintele related to procurement answered through Telephone calls, emails, and other media	100%	98%	98.0%	5	5	5	5.00	
		<b>T9.</b> Number of e-mails sent to suppliers/external campuses related to Procurement	100	215	215.0%	5	5	5	5.00	
	<b>A2.</b> Contract Management	<b>T1.</b> Number of on-going Purchase Orders (POs)/Contracts for the current year monitored	325	614	188.0%	5	5	5	5.00	
		<b>T2.</b> Number of on-going Purchase Orders (POs)/Contracts for the previous years monitored	100	377	377.0%	5	5	4	4.67	
		<b>T3.</b> Number of reports for publicized projects prepared and submitted to COA within the deadline	2	2	100.0%	5	5	5	5.00	
<b>Total Overall Rating</b>									4.90	
<b>Average Rating (Total Over-all rating devided by # of entries)</b>			<b>4.90</b>		<div>Comments &amp; Recommendations for Development Purpose:</div> <div><div>• Dedicated to his work.</div><div>• Can be relied upon any task assigned to.</div></div>					
<b>Additional Points:</b>										
<b>Punctuality</b>										
<b>Approved Additional points (with copy of approval)</b>										
<b>FINAL RATING</b>			<b>4.90</b>							
<b>ADJECTIVAL RATING</b>			<b>Outstanding</b>							

Evaluated & Rated by:

  
**JESSAMINE C. ECLEO**  
Immediate Supervisor

Date: 7/18/23

Recommending Approval:

  
**RYSAN C. GUINOCOR**  
Director, ODAS

Date: 7/20/23

Approved by:

  
**DANIEL LESLIE S. TAN**  
VP, Admin. & Finance

Date: 7/20/23



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January to June 2023**

Name of Staff: **LEOPOLDO S. ESCALA, JR.**

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					
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>					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 : Keep up the good work!

  
**JESSAMINE C. ECLEO**  
 Immediate Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LEOPOLDO S. ESCALA, JR.

Performance Rating: January – June 2023

Aim: Effective and efficient delivery of procurement services

Proposed Interventions to Improve Performance:

Date: January 3, 2023

Target Date: June 30, 2023

First Step:

Recommend to attend POAP Training

Result:

Attended POAP Training on Personality Development and Developing  
Customer Satisfaction on June 13-16, 2023 at Puerto Princesa, Palawan

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:

Outcome: Improved work performance.

Final Step/Recommendation:

To be promoted to a higher position in the ROSSS suited to his qualifications.

Prepared by:

  
JESSAMINE C. ECLEO  
Unit Head

Conforme:

  
LEOPOLDO S. ESCALA, JR.  
Name of Ratee Faculty/Staff