

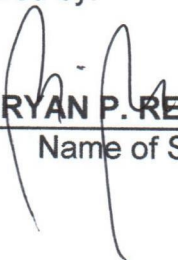
COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

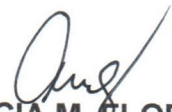
Name of Administrative Staff: **BRYAN P. REBUYAS**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2 X 3)
1. Numircal Rating per IPCR	4.85	0.70	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	0.30	1.48
	TOTAL NUMERICAL RATING		4.87

TOTAL NUMERICAL RATING: 4.87
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.87

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

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, 2019**.

BRYAN P. REBUYAS

Ratee

ALICIA M. FLORES

Head, SPPMO

MFO/PAPS	Program/Activities Undertaken	Task Assigned	Accomplishment January to June 2019		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
UMFO 6: General Administrative and Support Services									
OVPAF MFO 6: Procurement & BAC Secretariat Services									
OVPAF MFO 7: Project Management & Implementation 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	
	A.2: Number of hours coducted washing vehicle assigned at SPPMO	T 1: Conduct simple car maintenance (car washing etc.) to vehicle assigned at SPPMO.	30	60	5	5	5	5.00	
OVPAF MFO 6: Procurement & BAC Secretariat Services									
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	622	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	200	300	5	5	5	5.00	

	A.3: Number of trips conducted in hauling cargoes at Baybay Wharf	T 3: Pick-up/haul cargoes at Baybay Wharf coming from VSU Cebu Office & Cebu City suppliers	20	24	5	5	5	5.00	
	A.4: Number of PO's with items delivered to end-users	T 4: Deliver Supplies Materials and Equipment to end-users.	200	300	5	5	5	5.00	
	A.5: Number of RFQ served/retrieved to/from local suppliers	T 5: Serve & retrieve RFQ to/from local suppliers	1,500	2,500	5	5	4	4.67	
OVPAF MFO 7: Project Management & Implementation Services									
PI 1: Monitoring and implementation of Purchase Orders/Contracts	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 urgent purchases monitored and followed up	T 3: Monitors and follow ups urgent purchases	10	20	5	5	5	5.00	
Total Over-all Rating					45	45	43	43.67	

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

4.85

Additional Points:

Punctuality

XX

Approved Additional points (with copy of approval)

XX

FINAL RATING

ADJECTIVAL RATING

Comments & Recommendations for

Development Purposes: Recommended to attend trainings/seminar on RA 9184.

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: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY TO JUNE, 2019

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
Score	Total 59				

EMPLOYEE DEVELOPMENT PLAN

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

Performance Rating: **January to June 2019**

Signature: 

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

Proposed Interventions to Improve Performance:

Date: **January 1** Target Date: **June 30, 2019**

First Step: _____

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

- 1.) RA 9184**
- 2.) Supply and Property Management System to be conducted by COA**

Result: _____

- **Not attended yet the recommended seminar/trainings/workshops**

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.**

Prepared by:


ALICIA M. FLORES
Unit Head