

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 (2x3)
1. Numerical Rating per IPCR	4.88	0.70	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	0.30	1.5
TOTAL NUMERICAL RATING			4.92

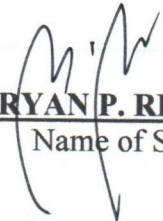
TOTAL NUMERICAL RATING: 4.92

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.92

ADJECTIVAL RATING: OUTSTANDING


Prepared by:


BRYAN P. REBUYAS
Name of Staff


Reviewed by:


ALICIA M. FLORES
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **BRYAN P. REBUYAS**, of the **SUPPLY, PROCUREMENT & PROPERTY 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 **July to December 2016**.

BRYAN P. REBUYAS

Ratee

ALICIA M. FLORES

Head, SPPMO

MFO/PAPS	Program/Activities Undertaken	Task Assigned	Accomplishment		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 Management									
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	
PSMO MFO 6.2: Procurement Process Management									
PI 2: Procurement documents preparation and processing	A.1 : Number of PO with items picked up at local suppliers	T 1: Pick-up S/M/E at local suppliers in Baybay City & other parts in Leyte	220	350	5	5	5	5	
	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	40	96	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.	220	300	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	350	430	5	5	5	5	

MFO/PAPS	Program/Activities Undertaken	Task Assigned	Accomplishment		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
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	4	5	5	4.67	
	A.3: Number of emergency purchases conducted	T 3: Conduct emergency purchases as assigned by head	40	80	5	5	5	5	
	A.4: Number of hours coducted washing vehicle assigned at SPPMO	T 4: Conduct simple car maintenance (car washing etc.) to vehicle assigned at SPPMO.	20	30	5	5	5	5	
Total Over-all Rating								39.01	

Average Rating (Total Over-all rating divided by 8)			4.88
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING			
ADJECTIVAL RATING			

Comments & Recommendations for Development Purposes:

Received by:

Calibrated by:


Recommending Approval:

Approved by:


REDEMPTA L. SORIA
 Planning Office


REMBERTO A. PATINDOL
 PMT


REMBERTO A. PATINDOL
 Vice President


EDGARDO E. TULIN
 President

Date: _____

Date: _____

Date: _____

Date: _____

1 - quality
 2 - efficiency
 3 - timeless
 4 - average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JULY-DECEMBER 2016**

Name of Staff: **BRYAN P. REBUYAS** Position: **DRIVER/CANVASSER**

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	60				
Average Score	5.0				

Overall recommendation : _____


ALICIA M. FLORES
Name of Head