

Visca, Baybay City, Leyte, PHILIPPINES Telefax: +63 53 563-7190 VoIP: 053 565 0600 local 1093 Email: procurement@vsu.edu.ph Website: www.vsu.edu.ph

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

LESTER G. LAYOLA

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.81	70%	3.37
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.50
		TOTAL NUM	ERICAL RATING	4.87

TOTAL NUMERICAL RATING:

4.87

Add: Additional Approved Points, if any:

Name of Staff

0.0

TOTAL NUMERICAL RATING:

4.87

FINAL NUMERICAL RATING

4.87

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

Recommending Approval:

RYSAN C. GUINOCOR

Director, ODAS

Approved:

DANIEL LESLIE S. TAN

VP for Administration & Finance

Head, Procurement

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LESTER G. LAYOLA, 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

June 2023 .

Additional Points:

ADJECTIVAL RATING

Approved Additional points (with copy of approval)

Punctuality

FINAL RATING

Approved:

7/18/23

JESSAMINE C. ECLEO

7/18/23

Can be relied upon his assigned

tasks.

Head

	R PARe Success Indicates Tasks Assigned Acomplishments Percent Rating									
MFOs & PAPs	Success Indicators	Tasks Assigned	Target	Actual	Accomplishment	Q ¹	E ²	T ³	A ⁴	Remarks
OVPAF STO 1: ISO 9001	:2015 Aligned Documents									
PI 1: ISO 9001:2015	A1. Clients served rated the	T1. Rating from clients on preparation & monitoring)					
aligned documens and	services received at least very	of payment/vouchers	Very satisfactory	Very satisfactory	100.0%	5	5	5	5.00	
compliant processes	satisfactory)					
OVPAF STO 3: ARTA ali	gned compliance and reporting	g requirements								
PI 1: ARTA aligned	A1. ARTA aligned frontline	T1.: Number of complaints from clients in relation to								
frontline services	services	efficient and customer friendly services	0 complaint	0 complaint	100.0%	5	5	4	4.67	
OVPAF MFO 6: PROCU	REIMENT SERVICES									
ODAS GASS 3: Procurer	ment Services									
Pl 1. Procurement	A1. Procurement Planning &	T1. Number of suppliers/contractors/consultants'								
Services	Management Services	registry updated annually	1 registry	1	100.0%	5	5	5	5.00	
	A2. Support Services to the	T1. Number of BAC-related documents served and								526 - PO
	BAC	retrieved from bidders (NOA, Contract, NTP, PO, etc.)	100	616	616.0%	5	5	5	5.00	(alternative); 90 - NPQ, Contract, PO, NTP (bidding)
		T2. Number of Request for Quotations (RFQs) prepared/generated	500	667	133.0%	5	5	4	4.67	
		T3. Number of Request for Quotations (RFQs) served and retrieved to and from bidders	500	1636	327.0%	5	4	5	4.67	
		T4. Number of cargo hauled to and from the Baybay Port	25	31	124.0%	5	4	5	4.67	
Total Overall Rating									4.81	
Average Rating (Total Over-all rating devided by # of entries)			4.	.81			Comments	& Recomm	endations fo	r Development Purpose:

4.81

Outstanding

Evaluated & Rated by:

JESSAMINE C. ECLEO

Head

Date: 7/18/23

Recommending Approval:

RYSAN C. GUINOCOR Director, ODAS

Date: 7/80/83

Approved by:

DANIEL LESLIE S. TAN

VP, Admin. & Finance

Date: 7/20/23



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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>January to June 2023</u> Name of Staff: <u>LESTER G. LAYOLA</u>

Position: Administrative Aide III (Casual)

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. C	Commitment (both for subordinates and supervisors)		5	Scale	Э	
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				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.		4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.		4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients		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		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		4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment			2	1	
12.	Willing to be trained and developed	(5)	4	3	2	1

Total Score							
	. 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						
Average Score			(5.0)				

Overall recommendation

keep up the good work ,

JESSAMINE C/ECLEO Immediate Supervisor

EMPLOYEE DEVELOPMENT PLAN

Performance Rating: <u>LESTER G. LAYOLA</u> 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 for employee and personal development
Date: Target Date:
Next Step:
Outcome: Improved work performance.
Final Step/Recommendation:
To be promoted to a higher regular position in the ROSSS suited to his qualifications.
Prepared by:
JESSAMINE C. ECLEO Unit Head
Conforme: