



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: PATRICK JOHN B. PIAMONTE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.86	70%	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
TOTAL NUMERICAL RATING			4.77

TOTAL NUMERICAL RATING: 4.77


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.77

FINAL NUMERICAL RATING 4.77

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


PATRICK JOHN B. PIAMONTE
Name of Staff

Recommending Approval:

Reviewed by:


ALICIA M. FLORES
Department/Office Head

Approved:


REMBERTO A. PATINDOL
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Patrick John B. Piamonte, 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 2020.

PATRICK JOHN B. PIAMONTE
Ratee

ALICIA M. FLORES
Head, SPPMO

MFO/PAPS	Program/Activities Undertaken	Task Assigned	TARGET		Rating				Remarks	
			January to June, 2020							
			Target	Actual	Q ¹	E ²	T ³	A ⁴		
UMFO 6: General Administrative and Support Services										
OVPAF MFO 6: Procurement and BAC Secretariat 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		
PI 2: Office, Staff Management and Maintenance	A.1: Percentage of ISO documents and other procurement documents canned and filed	T 1: Scan and files procurement documents	100%	100%	5	5	5	5.00		
PSMO MFO 6.2: Procurement Process Management										
PI 2: Procurement documents peparation and processing	A.1 : Percentage of Procurement documents forwarded to and from BAC-Procurement Office	T 1: Forwards/transmits, RFQ's, AQ, and PO's for opening, evaluation and approval	100%	100%	5	5	4	4.67		
	A.3: Number of documents recorded	T 3: Maintains records/transmittal of documents	100%	100%	5	5	5	5.00		


OVPAF MFO 7: Project Management and Implementation Services									
PI 2: Procurement documents preparation, processing and monitoring	A.2: Number of Purchase Orders monitored	T 2: Monitors deliveries of Purchase Orders	300	400	5	5	4	4.67	

	A.1: Number of communications/ information sent to suppliers	T12: Informs/ communicates end-suppliers regarding delivery status	40	45	5	5	5	5.00	
	A.2: Number of reports submitted to the head.	T 2: Prepares reports on status of delivery by fund	6	6	5	5	4	4.67	
Total Over-all Rating					35	35	32	34.00	

Average Rating (Total Over-all rating divided by 7)		4.86
Additional Points:		
Punctuality	XX	
Approved Additional points (with copy of approval)	XX	
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations for Development Purposes: *Recommended to attend training to be conducted by POAP and other training/seminar/workshop relative to Procure ment.*

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 – June 2020

Name of Staff: **PATRICK JOHN B. PIAMONTE**

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
Total Score		4				

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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		55				
Average Score		4.58				

Overall recommendation : _____


ALICIA M. FLORES
 Head, SPMO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **PATRICK JOHN B. PIAMONTE**

Signature: 

Performance Rating: **January to June, 2020**

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

Proposed Interventions to Improve Performance:

Date: **January 1** Target Date: **June 30, 2020**

First Step:

Recommended to attend Seminar-Workshop relative to Procurement

1) RA 9184 or the Government Procurement Law

Result:

- The recommendation was approved but no schedule of seminar and training due to pandemic (COVID-19).**

Date: _____ Target Date: _____


Next Step:

Outcome: Not attended yet the trainings/ seminars.

Final Step/Recommendation:

Recommend to attend training to be conducted by POAP and other training/ seminar/ workshop relative to procurement.

Prepared by:


ALICIA M. FLORES
Unit Head