

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JESSAMINE C. ECLEO, of the Office of the Vice President for Administration & Finance, commits to deliver and agree to the attainment of the following targets in accordance with the indicated measures for the period July to December 2017.


JESSAMINE C. ECLEO
 Ratee

Approved:


REMBERTO A. PATINDOL
 Head of Unit

MFOs & PAPs	Project/Activity	Tasks Assigned	Accomplishments		Percent Accomplishment	Rating				Remarks	
			Target	Actual		Q ¹	E ²	T ³	A ⁴		
UMFO 5. General Administration and Support Services											
PI 1: Efficient Office Management PI 3: Involvement in major university committee	A1. Office Related Tasks	T1. Number of Globe Bills paid	260	263	101.2%	5	5	4	4	4.67	
		T2. Queries from Globe Plan owners attended	1% complaint	0 complaint	100.0%	4	4	5	5	4.33	
	A1. Bids and Awards Committee Involvement as Secretariat	T1. No. of Quarterly Reports on Publicized Projects submitted to COA on time	2	2	100.0%	5	5	5	5	5.00	report on bidding with data on project contracts, duration, & status
		T2. No. of Agency Procurement Compliance & Performance Indicator (APCPI) Report submitted to GPPB on time	1	1	100.0%	5	5	5	5	5.00	annual report on all procurement conducted (Bidding & Alternative Modes)
		T3. No. of BAC-related communications drafted	7	7	100.0%	4	5	4	4	4.33	
		T4. No. of projects timelined for bidding	15	26	173.3%	5	5	4	4	4.67	
		T5. No. of Purchase Requests (PRs) segregated and consolidated for bidding	300	488	162.7%	5	4	4	4	4.33	
		T6. No. of Bill of Quantities prepared & posted (PhilGEPS) for bidding	15	26	173.3%	5	5	5	5	5.00	
		T7. No. of Invitation to Bid/Bid Notices prepared & posted (PhilGEPS)	15	26	173.3%	5	5	5	5	5.00	
		T8. No. of Bidding Documents preparation assisted and finalized for printing	15	26	173.3%	5	5	5	5	5.00	
		T9. No. of Bid Supplement prepared	15	19	126.7%	5	5	5	5	5.00	
T10. No. of Bid Bulletin posted at PhilGEPS	15	19	126.7%	5	5	5	5	5.00			
T11. No. of Eligibility Checklist prepared for bidding	15	26	173.3%	5	5	5	5	5.00			

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		T2. Queries from Globe Plan owners attended	1% complaint	0 complaint	100.0%	4	4	5	5	4.33	
PI 3: Involvement in major university committee	A1. Bids and Awards Committee Involvement as Secretariat	T1. No. of Quarterly Reports on Publicized Projects submitted to COA on time	2	2	100.0%	5	5	5	5	5.00	report on bidding with data on project contracts, duration, & status
		T2. No. of Agency Procurement Compliance & Performance Indicator (APCPI) Report submitted to GPPB on time	1	1	100.0%	5	5	5	5	5.00	annual report on all procurement conducted (Bidding & Alternative Modes)
		T3. No. of BAC-related communications drafted	7	7	100.0%	4	5	4	4	4.33	
		T4. No. of projects timelined for bidding	15	26	173.3%	5	5	4	4	4.67	
		T5. No. of Purchase Requests (PRs) segregated and consolidated for bidding	300	488	162.7%	5	4	4	4	4.33	
		T6. No. of Bill of Quantities prepared & posted (PhilGEPS) for bidding	15	26	173.3%	5	5	5	5	5.00	
		T7. No. of Invitation to Bid/Bid Notices prepared & posted (PhilGEPS)	15	26	173.3%	5	5	5	5	5.00	
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		T10. No. of Bid Bulletin posted at PhilGEPS	15	19	126.7%	5	5	5	5	5.00	
		T11. No. of Eligibility Checklist prepared for bidding	15	26	173.3%	5	5	5	5	5.00	

	T12. No. of Abstract of Proposals prepared & finalized for printing	15	26	173.3%	5	5	5	5.00	
	T13. No. of Notice of Award (NOA) prepared & issued to Suppliers/Contractors	45	54	120.0%	5	5	5	5.00	
	T14. No. of Contracts drafted for review, finalized & issued to Contractors	5	8	160.0%	5	5	5	5.00	
	T15. No. of Notice to Proceed (NTP) prepared & issued to Suppliers/Contractors	45	54	120.0%	5	5	5	5.00	
	T17. No. of NOA, BAC Resolutions, Contracts/PO, NTP scanned & posted in PhilGEPS	150	208	138.7%	5	5	5	5.00	
	T18. No. of Notice of Meeting prepared	45	78	173.3%	5	5	5	5.00	
	T19. No. of Attendance Sheets prepared	45	78	173.3%	5	5	5	5.00	
	T20. No. of meetings (preprocurement, prebidding, bidding, etc.) attended	50	56	112.0%	5	5	5	5.00	
	T21. Queries from suppliers/contractors/end-users attended	1% complaint	0% complaint	100.0%	5	5	5	5.00	
A2. Disposal Committee Involvement as Secretariat	T1. No. of meetings scheduled	5	5	100.0%	5	5	5	5.00	
	T2. No. of Bid Notices prepared & issued	2	3	150.0%	5	5	5	5.00	
	T3. No. of Abstract of Proposals prepared & finalized for printing	2	3	150.0%	5	5	5	5.00	
	T4. No. of Notice of Award prepared & issued to scrap buyers	15	18	120.0%	5	5	5	5.00	
Total Overall Rating			4.89						
Average Rating (Total Over-all rating divided by # of entries)									Comments & Recommendations for Development Purpose:
Additional Points:									
Punctuality									
Approved Additional points (with copy of app)									
FINAL RATING									
ADJECTIVAL RATING									

Received by:

TERESITA L. QUINANOLA
PRPEO

Date: _____

Calibrated by:

REMBERTO A. PATINDOL
PMT

Date: _____

Recommending Approval:

REMBERTO A. PATINDOL
Vice President

Date: _____

Approved by:

EDGARDO E. TULIN
President

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY – DECEMBER, 2017Name of Staff: JESSAMINE C. ECLEOPosition: Information Analyst I

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		60				

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				
	Average Score				

NA

5.00

Overall recommendation : _____



REMBERTO A. PATINDOL

Name of Head

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

Name of Administrative Staff: **JESSAMINE C. ECLEO**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.89	4.89 x 70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	5.00 x 30%	1.50
TOTAL NUMERICAL RATING			4.92


TOTAL NUMERICAL RATING: **4.92**
 Add: Additional Approved Points, if any: **0.00**
 TOTAL NUMERICAL RATING: **4.92**

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:


MARIA ROBERTA S. MIRAFLOR
 Administrative Officer I

Reviewed by:


REMBERTO A. PATINDOL
 VP for Admin. & Finance

Recommending Approval:


REMBERTO A. PATINDOL
 Chairman, PMT

Approved:


EDGARDO E. TULIN
 President