



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.94	70%	3.45
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
TOTAL NUMERICAL RATING			4.95

TOTAL NUMERICAL RATING: 4.95

Add: Additional Approved Points, if any: 0.0

TOTAL NUMERICAL RATING: 4.95


FINAL NUMERICAL RATING 4.95

ADJECTIVAL RATING: Outstanding

Prepared by:


JESSAMINE C. ECLEO
Name of Staff

Reviewed by:


RYSAN C. GUINOCOR
Director, ODAS

Recommending Approval:


DANIEL LESLIE S. TAN
VP for Administration & Finance

Approved:


EDGARDO E. TULIN
President

accomplishment

Ratee

7/14/23

RYSAN C. GUINOCOR

Immediate Supervisor


7/17/23

MFOs & PAPs	Success Indicators	Tasks Assigned	Accomplishments		Percent Accomplishment	Rating				Remarks
			Target	Actual		Q ¹	E ²	T ³	A ⁴	
OVPAF STO 1: ISO 9001:2015 Aligned Documents										
PI 1: ISO 9001:2015 aligned documents and compliant processes	A1: Clients served rated the services received at least very satisfactory	T1: Rating from clients served on services related to procurement planning, BAC secretariat, and contract management	Very Satisfactory	Very Satisfactory	100%	5	4	5	4.67	
		T2: Number of QPs registered/revised	1	1	100%	5	5	5	5.00	Procedure on Alternative Method of Procurement
		T3: Number of procurement process implemented according to QPs	2	2	100%	5	5	5	5.00	Procedure on Alternative Method and Competitive Bidding
OVPAF STO 3: ARTA aligned compliance and reporting requirements										
PI 1: ARTA aligned frontline services	A1: ARTA aligned frontline services	T1: Number of complaints from clients in relation to efficient and customer friendly services	0 complaint	0 complaint	100%	5	5	5	5.00	
OVPAF STO 4: Innovations & Best Practices										
PI 1: New Systems/Innovations/Proposals introduced and implemented	A1: New Systems/Innovations/Proposals introduced and implemented	T1: Number of new systems/innovations/proposals introduced and implemented	1 innovation/best practice	1	100%	5	5	5	5.00	Procedure on Alternative Method was revised and submitted to ODQA for review and registration
OVPAF GASS 1: Administrative and Support Services Management										
PI 1: Administrative and Support Services Management	A1: Administrative and Support Services Management	T1: Number of university committees/association involvement	1 committee	1	100%	5	5	5	5.00	Bids and Awards Committee
		T2: Number of procurement-related documents posted in the Transparency Seal	7	33	471%	5	5	5	5.00	3 APP (non-CSE), 1 APP CSE, 1 APCPI, 1 PMR, 27 ITBs
		T3: Number of procurement projects' perfected contract and supporting documents submitted to COA	25	45	180%	5	5	4	4.67	all documents of procurement projects conducted thru Competitive Bidding
	A2: Others	T4: Number of units/sections directly supervised	3	3	100%	5	5	5	5.00	
		T5: Number of staff directly supervised	11	11	100%	5	5	5	5.00	
OVPAF MFO 6: PROCUREMENT SERVICES										
ODAS GASS 3: Procurement Services										

MFOs & PAPs	Success Indicators	Tasks Assigned	Acomplishments		Percent Accomplishment	Rating				Remarks
			Target	Actual		Q ¹	E ²	T ³	A ⁴	
PI 1. Procurement Services	A1. Procurement Planning & Management	T1. Number of PPMPs, including supplemental and amendment, supervised for review, evaluation and acceptance	400 PPMPs	508 PPMPs	127%	5	5	5	5.00	PPMPs submitted at the SPPMIS
		T2. Number of annually updated suppliers/contractors/consultants' registry reviewed	1 registry	1	100%	5	4	5	4.67	
		T3. Number of APP reviewed and endorsed to the BAC and HoPE for approval, and submitted to GPPB within the deadline	1 APP	1	100%	5	5	5	5.00	submitted to GPPB on January 28, 2023 and posted at the VSU Transparency Seal
		T4. Number of Supplemental APP reviewed and endorsed to the BAC and HoPE for approval	2 Supplemental APPs	2	100%	5	5	5	5.00	posted at the VSU Transparency Seal
		T5. Number of Procurement Monitoring Report prepared, endorsed for approval, and submitted to GPPB within the deadline	1 PMRs	1 PMR for the 2nd Sem of 2022	100%	4	5	5	4.67	submitted to GPPB on January 13, 2023 and posted at the VSU Transparency Seal
	A2. Support Service to the BAC	T1. Number of PRs supervised for review, acceptance, consolidation by nature of items, and monitoring	750 PRs	977	130%	5	5	5	5.00	
		T2. Number of Invitation to Bid for Competitive Bidding prepared	25	27	108%	5	5	5	5.00	
		T3. Number of Bidding Documents for Competitive Bidding prepared	25	27	108%	5	5	5	5.00	
		T4. Number of Bid Bulletin for Competitive Bidding reviewed	20	24	120%	5	5	5	5.00	
		T5. Number of Abstract of Bids (As Awarded) for Competitive Bidding prepared	15	18	120%	5	5	5	5.00	
		T6. Number of Bid Evaluation Report for Competitive Bidding reviewed	20	24	120%	5	5	5	5.00	
		T7. Number of Post-Qualification Evaluation Report for Competitive Bidding prepared	25	37	148%	5	5	5	5.00	
		T8. Number of BAC Resolutions prepared	90	153	170.0%	5	5	5	5.00	Bidding - 57, Alternative Mode - 32, Reviewed BAC Reso - 64
		T9. Number of Request for Quotations (RFQ) for Alternative Method reviewed	200	1,636	818.0%	5	5	5	5.00	RFQs reviewed & approved
		T10. Number of Abstract of Bids (AoBs) for Alternative Method reviewed	200	526	263.0%	5	5	5	5.00	AoBs reviewed and endorsed for approval
		T11. Number of Purchase Order reviewed	325	710	218.0%	5	5	5	5.00	
		T12. Number of BAC meetings facilitated and attended	50	58	116.0%	5	5	5	5.00	

MFOs & PAPs	Success Indicators	Tasks Assigned	Acomplishments		Percent Accomplishment	Rating				Remarks
			Target	Actual		Q ¹	E ²	T ³	A ⁴	
	A3. Contract Management	T1. Number of on-going Purchase Orders (POs)/Contracts supervised for monitoring	415	991	238.0%	5	4	5	4.67	
		T2. Number of vouchers for completed POs/contracts that are endorsed for payment reviewed and approved	315	709	225.0%	5	5	5	5.00	
		T3. Number of vouchers for payment of refund of retention money/warranty, mobilization (for infra), and other payables reviewed and approved	25	68	272.0%	5	5	5	5.00	
		T4. Number of completed contracts of Suppliers/External Service Providers in the registry supervised for conduct of performance evaluation	200	217	108.0%	5	5	5	5.00	
		T5. Number of Summary of Evaluation of Suppliers reviewed and forwarded to the Bids and Awards Committee for their reference	1	1	100.0%	5	5	5	5.00	Summary of Evaluation for the period July - December 2022 and provided a copy to the BAC
		T6. Number of Agency Procurement Compliance and Performance Indicator Report (APCPI) prepared and submitted to GPPB within the deadline	1	1 APCPI for FY 2022	100.0%	5	5	5	5.00	APCPI report for 2022, submitted to GPPB on March 21, 2023
		T7. Number of reports for publicized projects reviewed	2	2 reports (for 1st Qtr & 2nd Qtr of 2023)	100.0%	✓ 4	5	5	4.67 5.00 ✓	submitted to COA every last week of the last month of the quarter
		Total Overall Rating								✓ 4.94
Average Rating (Total Over-all rating devided by # of entries)		4.94 ✓			Comments & Recommendations for Development Purpose: Dependable .					
Additional Points:		-								
Punctuality		-								
Approved Additional points (with copy of		-								
FINAL RATING		4.94 ✓								
ADJECTIVAL RATING		Outstanding								

Evaluated & Rated by:


RYSAN C. GUINOCOR
 Immediate Supervisor

Date: 7/17/23

Recommending Approval:


DANIEL LESLIE S. TAN
 VP, Admin. & Finance

Date: 7/20/23

Approved by:


DANIEL LESLIE S. TAN
 VP, Admin. & Finance

Date: 7/00/23



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2023

Name of Staff: JESSAMINE C. ECLEO

Position: Information Systems 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					
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					100
Average Score					5.0

Overall recommendation : Dependable


RYSAN C. GUINOCOR
 Immediate Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JESSAMINE C. ECLEO

Performance Rating: January – June 2023

Aim: Effective and efficient delivery of procurement services

Proposed Interventions to Improve Performance:

Date: January 2023 Target Date: June 2023

First Step:

Recommend to attend trainings on updates of RA 9184.

Result:

Knowledgeable of procurement policies and strategies including updates
for effective and efficient render of procurement services

Date: _____ Target Date: _____

Next Step:

Recommend to attend Supervisory Development course of CSC


Outcome:

Empowered supervisor

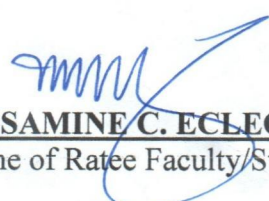
Final Step/Recommendation:

To be given the appropriate position as head.

Prepared by:


RYSAN C. GUINOCOR
Director, ASO

Conforme:


JESSAMINE C. ECLEO
Name of Ratee Faculty/Staff