



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: DOREEN B. ALBA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.76	70%	3.33
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.78

TOTAL NUMERICAL RATING: 4.78

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.78


FINAL NUMERICAL RATING 4.78

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


DOREEN B. ALBA
Name of Staff

Reviewed by:


ALICIA M. FLORES
Department/Office Head


Recommending Approval:


Approved:


REMBERTO A. PATINDOL
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Doreen B. Alba**, 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**


DOREEN B. ALBA
 Ratee


ALICIA M. FLORES
 Head - SPPMO

MFO/PAPS	Program/Activities Undertaken	Task Assigned	TARGET		Rating				Remarks	
			January to June 2020		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										
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 controlled and monitored	T 1: Prepares various office documents	100%	100%	5	5	4	4.67		
		T 2: Maintains record filing	100%	100%	5	5	4	4.67		
PSMO MFO 6.2: Procurement Process Management										
PI 2: Procurement documents preperation and processing	A.1 : Percentage of vouchers and other supporting documents prepared and processed	T 1: Prepares vouchers and other supporting documents payable to suppliers	100%	100%	5	5	4	4.67		
	A.2 : Number of Purchase Orders of procurement thru Alternative Method of Pocrement prepared and processed	T 2: Prepare Purchase Orders and other supporting documents of procurement thru Alternative Method.	300	376	5	5	4	4.67		

MFO/PAPS	Program/Activities Undertaken	Task Assigned	TARGET	Rating				Remarks
			January to June 2020	Q ¹	E ²	T ³	A ⁴	
UMFO 6: General Administrative and Support Services								
OVPAF MFO 6: Procurement Services								
PSMO MFO 6.3: Procurement Monitoring Management								
PI 2: Procurement documents preparation, processing and monitoring	A.1 : Percentage of PO's procured thru public bidding monitored and followed up.	T 1: Monitor deliveries and follow up payments of S/M/E procured thru public bidding	100%	100%	5	5	5	5.00
	A.2: Number of Procurement Monitoring Report prepared	T 2: Prepares Procurement Monitoring Report (PMR)	1	1	5	5	4	4.67
Total Over-all Rating					35	35	30	33.33
Average Rating								

Average Rating (Total Over-all rating divided by 7)			4.76
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING			
ADJECTIVAL RATING			

Comments & Recommendations for Development Purposes: Recommended to attend workshop or any virtual seminars / trainings to be conducted by POAP and other training seminar workshop relative to SPMO conducted by COA

Received by:

Calibrated by:

Recommending Approval:

Approved by:


ALICIA M. FLORES

Head, SPPMO

Date: _____


REMBERTO A. PATINDOL

VP for Admin and Finance

Date: _____


REMBERTO A. PATINDOL

VP for Admin and Finance

Date: _____

1 - quality 2 - efficiency 3 - timeliness 4 - Average

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2020

Name of Staff: **DOREEN B. ALBA**

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		58				

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		18				
Average Score		4.83				

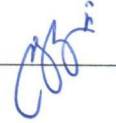
Overall recommendation : _____


ALICIA M. FLORES
 Head, SPMO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: DOREEN B. ALBA

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 applicable as Procurement staff and as government personnel/employee such as:

- 1.) RA 9184
- 2.) Supply and Property Management System

Result:

Not able to attend any of the recommended trainings/seminars due to Pandemic

Date: _____ Target Date: _____

Next Step:

Outcome:

Final Step/Recommendation:

Recommended to attend webinar or any virtual seminars/ training to be conducted by POAP and other training/ seminar/ workshop relative to Procurement, Supply & Property Management to be conducted by COA.

Prepared by:


ALICIA M. FLORES
Unit Head