



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	4.91	70%	3.437
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.50
TOTAL NUMERICAL RATING			4.94

TOTAL NUMERICAL RATING: 4.94

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____


FINAL NUMERICAL RATING: _____

ADJECTIVAL RATING: Outstanding

Prepared by:


JESSAMINE C. ECLEO
Name of Staff

Reviewed by:


RYSAN C. GUINOCOR
OIC-Director, ODAS

Recommending Approval:


DANIEL LESLIE S. TAN
VP for Admin. & Finance

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JESSAMINE C. ECLEO, of the Office of the Head for Procurement commits to deliver and agree to the rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2021.

JESSAMINE C. ECLEO

Ratee

Approved:

RYSAN C. GUINOCOR

Immediate Supervisor

MFOs & PAPs	Success Indicators	Tasks Assigned	Acomplishments		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 documens and compliant processes	A1. Ratings from Clients on Procurement Services	T1. Rating from clients served on services related to procurement planning, BAC secretariat, and contract management	At least Very Satisfactory	Very Satisfactory	100.0%	5	5	5	5.00	
	A2. Implementation of administrative processes in accordance with existing approved quality procedures	T1. No. of procurement projects procured thru competitive bidding implemented according to QP	20	41	205.0%	5	5	5	5.00	
		T2. No. of procurement projects procured thru alternative mode implemented according to QP	100	337	337.0%	5	5	5	5.00	
OVPAF MFO 6: PROCUREMENT SERVICES										
ODAS GASS 3: Procurement Services										
PI 1. Procurement Services	A1. Procurement Planning & Management	T1. No. of Annual Procurement Plan (APP-nonCSE) reviewed and endorsed for approval by the BAC & the HoPE	1	1 APP	100.0%	5	5	5	5.00	1 Original APP-nonCSE for the entire year
		T2. No. of Supplemental (APP-nonCSE) reviewed and endorsed for approval by the BAC & the HoPE	1	2 Supplemental APPs	100.0%	5	5	5	5.00	
		T3. No. of Annual Procurement Plan - Common-Use Supplies & Equipment (APP-CSE) reviewed and endorsed for approval by the BAC & the HoPE	1	1 APP-CSE submitted to DBM within the deadline	100.0%	5	5	5	5.00	1 APP-CSE for the entire year
		T4. Number of registry of suppliers/contractors/consultants' reviewed	1	1 registry	100.0%	5	5	5	5.00	
	A2. Support Service to the BAC	T1. No. of appointed staff of the BAC secretariat supervised and mentored	7	7 BAC Secretariat Members	100.0%	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	
		T2. No. of BAC-related documents prepared/reviewed and endorsed for approval	200	312 documents	156.0%	5	5	4	4.67	APP, APP-CSE, PMR, APCPI, Quarterly Report to COA, Notices, ITB, Bidding Docs, Abstract of Bids, Bid Bulletin, Bid Evaluation Report, Notice of LCB/SCB, Post-Qualification Report, etc.
		T3. No. of BAC resolutions drafted, finalized & printed for approval	75	193 BAC Resolutions	257.3%	5	5	5	5.00	
		T4. No. of BAC meetings facilitated and attended	85	102 meetings	120.0%	5	5	5	5.00	
		T5. Percentage of needed BAC communications drafted, finalized and printed for approval & transmittal	100%	100%	100.0%	5	4	5	4.67	
	A3. Contract Management	T1. No. of vouchers reviewed and endorsed for processing	300	534 vouchers prepared	178.0%	5	5	5	5.00	
		T2. No. of purchase orders/contracts coordinated & supervised for monitoring	325	648 POs/ Contracts	199.4%	5	4	5	4.67	
		T3. No. of supplier's performance evaluation coordinated and checked	60	282 completed contracts/ POs	470.0%	5	4	5	4.67	This is no. of evaluated completed POs/Contracts from Suppliers
		OVPAF GASS 1: Administrative and Support Services Management								
		ODAS GASS 1: Administrative and Support Services Management								
		PI 1. Office, Staff Management and PI 2. Involvement in various university committees	A1. Efficient office & staff management	T1. No. of units/sections directly supervised	3	3 sections	100.0%	5	5	5
T2. No. of procurement staff directly supervised	9			9 staff	100.0%	5	5	5	5.00	
A1. Disposal Committee Involvement as Secretariat	T1. No. of meetings arranged		2							Not reappointed as the Secretary of the Disposal Committee
	T2. No. of Bid Notices prepared & issued		2							
	T3. No. of Abstract of Proposals prepared & printed		2							
	T4. No. of resolutions drafted, finalized & printed for approval		2							
	T4. No. of Notice of Award prepared & issued to scrap buyers		4							

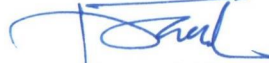
MFOs & PAPs	Success Indicators	Tasks Assigned	Acomplishments		Percent Accomplishment	Rating				Remarks
			Target	Actual		Q ¹	E ²	T ³	A ⁴	
OVPAF STO 4: Innovations & Best Practices										
PI 1. New Systems/Innovation s/Proposals introduced & implemented	A1. Systems/Innovations introduced	T1. No. of SPPMIS development brainstorming attended	2	3 SPPMIS meetings attended	150.0%	4	5	5	4.67	Only 3 meetings called by ODAS
		T2. No. of ODAS Man-Com meeting attended	6	3 meetings	50.0%	5	5	5	5.00	
Total Overall Rating									93.33	
Average Rating (Total Over-all rating devided by # of entries)			4.91			Comments & Recommendations for Development Purpose: To be given the appropriate position as head.				
Additional Points:		-								
Punctuality		-								
Approved Additional points (with copy of		-								
FINAL RATING		4.91								
ADJECTIVAL RATING		-								

Evaluated & Rated by:


RYSAN C. GUINOCOR
Immediate Supervisor

Date: 1/17/22

Recommending Approval:


DANIEL LESLIE S. TAN
VP, Admin. & Finance

Date: 1/18/22

Approved by:


DANIEL LESLIE S. TAN
VP, Admin. & Finance

Date: 1/18/22



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July to December 2021**

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		85				
Average Score		5.0				

Overall recommendation : _____


RYSAN C. GUINOCOR
 Immediate Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JESSAMINE C. ECLEO

Performance Rating: July – December 2021

Aim: Effective and efficient delivery of procurement services

Proposed Interventions to Improve Performance:

Date: July 1, 2021 Target Date: December 31, 2021

First Step:

Send to trainings relative to procurement and management.

Result:

Knowledgeable of procurement policies and strategies for
effective procurement function.

Date: _____ Target Date: _____

Next Step:

Send 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
OIC-Director, ODAS

Conforme:


JESSAMINE C. ECLEO
Name of Ratee Faculty/Staff