

Visca, Baybay City, Leyte, PHILIPPINES Telefax: +63 53 563-7190 VoIP: 053 565 0600 local 1093 Email: procurement@vsu.edu.ph

Website: www.vsu.edu.ph

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

ERLY S. ESGUERRA

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.89	70%	3.423
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
		TOTAL NUM	ERICAL RATING	4.90

TOTAL NUMERICAL RATING:

4.90

Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:

0.0 4.90

FINAL NUMERICAL RATING

4.90

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

Recommending Approval:

Head, Procurement

Approved:

VP for Admin. & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ERLY S. ESGUERRA, 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 2022 .

Approved:

JESSAMINE C. ECLEO

Head

ECLEO 1/20/23

	Success Indicators	Tasks Assigned	Acomplishments		Percent		Ratin			Remarks
MFOs & PAPs			Target	Actual	Accomplishment	Q ¹	E ²	T ³	A ⁴	Kemarks
OVPAF STO 1: ISO 9001	:2015 Aligned Documents						,			
	<u>A1</u> . Clients served rated the services received at least very satisfactory	T1. Rating from clients on preparation & monitoring of payment/vouchers	Very satisfactory	Very satisfactory	100.0%	5	5	5	5.00	
		T2. No. of QPs revision/registration facilitated and filed	1	1	100.0%	5	5	5	5.00	
		T3. Number of procurement process implemented according to QPs	2	2	100.0%	5	5	5	5.00	
OVPAF STO 3: ARTA alig	gned compliance and reporting	requirements			4					
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	zero complaint	100.0%	5	5	5	5.00	
OVPAF GASS 1: Admini	strative and Support Services	Management								
PI 1: Administrative and Support Services Management	A1: Administrative and Support Services Management	<u>T1</u> : Number of university committees/association involvement	1	1	100.0%	5	5	5	5.00	
		T2. Percentage of ISO-related files maintained, controlled, and properly filed	100%	100%	100.0%	5	4	4	4.33	
OVPAF MFO 6: PROCUF	REMENT SERVICES									
ODAS GASS 3: Procurer	nent Services									
<u>PI 1</u> . Procurement Services	<u>A1.</u> Contract Management Services	T1. Number of vouchers prepared for completed POs/contracts in the current year that are endorsed for payment	300	452	150.7%	5	5	5	5.00	
		T2. Number of vouchers prepared for completed POs/contracts in the previous year that are endorsed for payment	50	64	128.0%	5	5	5	5.00	
		T3. Number of vouchers prepared for payment of refund of retention money/warranty, mobilization (for infra), and other payables	14	55	392.9%	5	5	4	4.67	
Total Overall Rating									44.00	

Average Rating (Total Over-all rating de	evided by # of entries)		4.89
Additional Points:			
Punctuality			
Approved Additional points (with co	ppy of approval)		
FINAL RATING			4.89
ADJECTIVAL RATING			Outstanding
Evaluated & Rated by:	Recommending Approval:	Approved by:	
9MM/	Myrin	Oul	
JESSAMINE C. ECLEO	RYSAN C GUINOCOR	DANIEL LESLIE S. TAI	
Head	Director, ODAS	VP, Admin. & Financ	ce
Date:	Date: 123 23	Date: 1/24/23	

Comments & Recommendations for Development Purpose:

Deserves promotion.



Visca, Baybay City, Leyte, PHILIPPINES Telefax: +63 53 563-7190 VoIP: 053 565 0600 local 1093 Email: procurement@vsu.edu.ph Website: www.vsu.edu.ph

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2022

Name of Staff: ERLY S. ESGUERRA Position: Administrative Aide VI

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. C	commitment (both for subordinates and supervisors)		5	Scale	Э	
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		5	9		
	Average Score		(4	.92)	

Overall recommendation

Deserves to be promoted to higher positions.

Immediate Supervisor

and innovative technologies for sustainable communities and environment.

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ERLY S. ESGUERRA Performance Rating: July – December 2022
Aim: Effective and efficient delivery of contract management services
Proposed Interventions to Improve Performance:
Date: July 2022 Target Date: December 2022
First Step:
Recommend to attend trainings on updates of RA 9184.
Result:
Be updated on relevant information related to procurement.
Date: Target Date: Next Step:
·
Outcome: Improved work performance.
Final Step/Recommendation:
To be promoted to a higher position suited to her qualifications.
Prepared by: JESSAMINE C. ECLEO 1/20/23 Unit Head
Conforme: ERLY S. ESGUERRA 1/20/23 Name of Ratee Faculty/Staff