

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	4.79	4.79 x 70%	3.35
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	5.00 x 30%	1.50
TOTAL NUMERICAL RATING			4.85

TOTAL NUMERICAL RATING: 4.85
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.85

ADJECTIVAL RATING: OUTSTANDING

Prepared by: 
MARIA ROBERTA S. MIRAFIOR
Administrative Officer I

Reviewed by: 
REMBERTO A. PATINDOL
VP for Admin. & Finance

Recommending Approval: 
REMBERTO A. PATINDOL
Chairman, PMT

Approved: 
EDGARDO E. TULIN
President

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 – June 30, 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 (<i>For supervisors only to be rated by higher supervisor</i>)		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		510				

Overall recommendation : _____


REMBERTO A. PATINDOL
Name of Head

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 rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 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	A1. Office Related Tasks	T1. Consolidates individual items under Public Bidding in PPMPs for bidding	150	180	120.0%	5	5	4	4.67		
		T2. Prepares payment for VSU Globe Plan Bills with 42 accounts	6	6	100.0%	5	5	5	5.00		
		T3. Attends to queries of VSU Globe Plan users	1% complaint	0 complaint	100.0%	5	5	5	5.00		
	A2. Report Preparation & Submission	T1. Prepares quarterly updates of the List of Publicized Projects for submission to COA	2	2	100.0%	5	5	4	4.67		
		T2. Prepares Agency Procurement Compliance & Performance Indicator (APCPI) Report	1	1	100.0%	5	5	5	5.00		
	A1. Bids and Awards Committee Involvement as Secretariat	T1. Consolidates the PRs/Items received in preparation for Bidding on time	100% completed	90%		90.0%	5	3	3	3.67	
		T2. Schedules bidding activities	7	7	100.0%	5	5	4	4.67		
		T3. Prepares Notices of Meeting	14	22	157.1%	5	5	5	5.00		
		T4. Prepares Attendance Sheets for BAC Meetings	14	22	157.1%	5	5	5	5.00		
		T5. Prepares and finalizes Bill of Quantities for the Bidding and for posting in the PhilGEPS	7	7	100.0%	5	5	5	5.00		
	T6. Prepares Invitation to Bid (ITB) for approval by the BAC Chairman and the HOPE	7	7	100.0%	5	5	5	5.00			
	T7. Assists in the preparation of Bidding Documents	7	7	100.0%	4	5	5	4.67			
	T8. Drafts Contracts for Infrastructure Projects	5	5	100.0%	5	5	5	5.00			
	T9. Assists in the preparation and processing of Contract/PO	3	3	100.0%	5	5	4	4.67			
	T10. Prepares Notice of Award for approval by the HOPE	8	8	100.0%	5	5	5	5.00			

MFOs & PAPs	Project/Activity	Tasks Assigned	Accomplishments		Percent Accomplishment	Rating				Remarks
			Target	Actual		Q ¹	E ²	T ³	A ⁴	
		T11. Prepares Notice to Proceed for approval by the HOPE	8	8	100.0%	5	5	5	5.00	
		T12. Prepares Abstract of Proposal	7	7	100.0%	5	5	5	5.00	
		T13. Creates and posts bid notices in the PhilGEPS	7	7	100.0%	5	5	5	5.00	
		T14. Creates and posts award notices in the PhilGEPS	8	8	100.0%	5	4	4	4.33	
		T15. Creates and posts Bid Supplements in the PhilGEPS	7	7	100.0%	5	5	5	5.00	
		T16. Posts Notice to Proceed in the PhilGEPS	8	8	100.0%	5	4	4	4.33	
		T17. Posts BAC Resolutions in the PhilGEPS	7	7	100.0%	5	4	4	4.33	
		T18. Scans and consolidates BAC-related documents (APP including Supplements, ITBs, NOAs, Awarded Contracts, NTPs, BAC Resolutions, APCPI Report)	100% completed	80%	80.0%	5	4	4	4.33	
		T19. Posts BAC-related documents (listed in T18) in the Transparency Seal of the University Website	100% completed	75%	75.0%	5	4	4	4.33	
		T20. Attends to Meetings, Conferences, and Public Biddings	16	22	137.5%	5	5	5	5.00	
	A2. Disposal Committee Involvement as Secretariat	T21. Prepares Checklist of Eligibility per bidding	7	7	100.0%	5	5	5	5.00	
		T22. Attends to queries of Suppliers/Contractors regarding Bidding	1% complaint	0% complaint	100.0%	5	5	5	5.00	
		T1. Number of Notices of Meetings prepared	2	2	100.0%	5	5	5	5.00	
		T2. Number of Attendance Sheets for Meetings	2	2	100.0%	5	5	5	5.00	
		T3. Number of Minutes of Meetings prepared	2	2	100.0%	5	5	5	5.00	
Total Overall Rating										Comments & Recommendations for Development Purpose:
Average Rating (Total Over-all rating divided by # of entries)			4.79							
Additional Points:										
Punctuality										
Approved Additional points (with copy of appr										
FINAL RATING			4.79							
ADJECTIVAL RATING			OUTSTANDING							

Received by:

TERESITA L. QUINANOLA

Head, PRPEO

Calibrated by:

REMBERTO A. PATINDOL

PMT Chairman

Recommending Approval:

REMBERTO A. PATINDOL

VP for Admin. & Finance

Approved by:

EDGARDO E. TULIN

President

Date: _____

Date: _____

Date: _____

Date: _____