



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

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

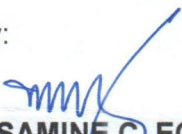
| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR  | 4.80                    | 70%                      | 3.36                                    |
| 2. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 5.0                     | 30%                      | 1.50                                    |
| <b>TOTAL NUMERICAL RATING</b>   |                         |                          | <b>4.86</b>                             |

TOTAL NUMERICAL RATING: 4.86  
Add: Additional Approved Points, if any: 0.0  
TOTAL NUMERICAL RATING: 4.86


FINAL NUMERICAL RATING 4.86

ADJECTIVAL RATING: Outstanding

Prepared by:

  
**JESSAMINE C. ECLEO**  
Name of Staff


Reviewed by:

  
**RYSAN C. GUINOCOR**  
Director, ASO

Recommending Approval:

  
**EDGARDO E. TULIN** *for VP*  
VP for Administration & Finance

Approved:


  
**DANIEL LESLIE S. TAN**  
OIC President

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JESSAMINE C. ECLEO, of the Procurement Office 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 2023.

  
**JESSAMINE C. ECLEO** 1/21/2024  
 Rated

Approved:

  
**RYSAN C. GUINOCOR** 1/22/2024  
 Immediate Supervisor

| MFOs & PAPs  | Success Indicators  | Tasks Assigned   | Acomplishments             |                   | Percent Accomplishment | Rating         |                |                |                | Remarks  |
|--|---|--|----------------------------|-------------------|------------------------|----------------|----------------|----------------|----------------|--|
|  |   |  | Target                     | Actual            |                        | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |  |
| OVPAF STO 1: ISO 9001:2015 Aligned Documents                       |   |  |                            |                   |                        |                |                |                |                |  |
| PI 1: ISO 9001:2015 aligned documens 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              | 5              | 5              | 5.00           | Procedure on Alternative Method of Procurement   |
|  |   | T2. Number of QPs registered/revised   | 1                          | 1                 | 100%                   | 5              | 5              | 5              | 5.00           |  |
|  |   | T3. Number of procurement process implemented according to QPs   | 2                          | 4                 | 100%                   | 5              | 5              | 5              | 5.00           |  |
| 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 | 2                 | 100%                   | 5              | 5              | 5              | 5.00           | Procedure on Alternative Method was revised and submitted to ODQA for review and registration, Use of SPPMIS |
| 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                | 2                 | 100%                   | 5              | 5              | 5              | 5.00           | Bids and Awards Committee, VSU AdPA  |
|  |   | T2: Number of procurement-related documents posted in the Transparency Seal  | 7                          | 32                | 457%                   | 5              | 5              | 5              | 5.00           | 1 PMR, 25 ITBs, 6 Supplemental APPs  |
|  |   | T3: Number of procurement projects' perfected contract and supporting documents submitted to COA                     | 25                         | 30                | 120%                   | 5              | 5              | 5              | 5.00           | 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           |  |




| MFOs & PAPs                            | Success Indicators                    | Tasks Assigned   | Accomplishments     |                                     | Percent Accomplishment | Rating         |                |                |                | Remarks  |
|--|---------------------------------------|--|---------------------|-------------------------------------|------------------------|----------------|----------------|----------------|----------------|--|
|  |                                       |  | Target              | Actual                              |                        | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |  |
| OVPAP MFO 6: PROCUREMENT SERVICES      |                                       |  |                     |                                     |                        |                |                |                |                |  |
| ODAS GASS 3: Procurement Services      |                                       |  |                     |                                     |                        |                |                |                |                |  |
| PI 1. Procurement Services             | A1. Procurement Planning & Management | T1. Number of PPMPs, including supplemental and amendment, supervised for review, evaluation and acceptance            | 400 PPMPs           | 181                                 | 45%                    | 5              | 3              | 5              | 4.33           | was on maternity leave from Aug 7 - Nov 19, 2023 |
|  |                                       | T2. Number of annually updated suppliers/contractors/consultants' registry reviewed                                    | 1 registry          | 1                                   | 100%                   | 5              | 5              | 5              | 5.00           |  |
|  |                                       | T3. Number of APP reviewed and endorsed to the BAC and HoPE for approval, and submitted to GPPB within the deadline    | 1 APP               | 1 APP (updated as of June 30, 2023) | 100%                   | 5              | 5              | 5              | 5.00           |  |
|  |                                       | T4. Number of Supplemental APP reviewed and endorsed to the BAC and HoPE for approval                                  | 1 Supplemental APPs | 4                                   | 400%                   | 5              | 5              | 5              | 5.00           |  |
|  |                                       | T5. Number of Procurement Monitoring Report prepared, endorsed for approval, and submitted to GPPB within the deadline | 1 PMRs              | 1 PMR (for the First Sem)           | 100%                   | 5              | 5              | 5              | 5.00           |  |
|  | A2. Support Service to the BAC        | T1. Number of PRs supervised for review, acceptance, consolidation by nature of items, and monitoring                  | 750 PRs             | 399                                 | 53%                    | 5              | 3              | 5              | 4.33           |  |
|  |                                       | T2. Number of Invitation to Bid for Competitive Bidding prepared   | 25                  | 5                                   | 20%                    | 5              | 3              | 5              | 4.33           |  |
|  |                                       | T3. Number of Bidding Documents for Competitive Bidding prepared   | 25                  | 5                                   | 20%                    | 5              | 3              | 5              | 4.33           |  |
|  |                                       | T4. Number of Bid Bulletin for Competitive Bidding reviewed  | 20                  | 5                                   | 25%                    | 5              | 3              | 5              | 4.33           |  |
|  |                                       | T5. Number of Abstract of Bids (As Awarded) for Competitive Bidding prepared   | 35                  | 18                                  | 51%                    | 5              | 3              | 5              | 4.33           |  |
|  |                                       | T6. Number of Bid Evaluation Report for Competitive Bidding reviewed   | 30                  | 21                                  | 70%                    | 5              | 3              | 5              | 4.33           |  |
|  |                                       | T7. Number of Post-Qualification Evaluation Report for Competitive Bidding prepared                                    | 25                  | 32                                  | 128%                   | 5              | 5              | 5              | 5.00           |  |
|  |                                       | T8. Number of BAC Resolutions prepared/reviewed  | 90                  | 102 (55-CB, 47-AMP)                 | 113%                   | 5              | 5              | 5              | 5.00           |  |
|  |                                       | T9. Number of Request for Quotations (RFQ) for Alternative Method reviewed   | 200                 | 255                                 | 127.5%                 | 5              | 5              | 5              | 5.00           |  |
|  |                                       | T10. Number of Abstract of Bids (AoBs) for Alternative Method reviewed   | 200                 | 191                                 | 95.5%                  | 5              | 4              | 5              | 4.67           |  |
| T11. Number of Purchase Order reviewed | 325                                   | 339  | 104.3%              | 5                                   | 5                      | 5              | 5.00           |                |                |  |


| MFOs & PAPs  | Success Indicators             | Tasks Assigned  | Acomplishments     |                        | Percent Accomplishment | Rating         |   |                |                | Remarks |
|--|--------------------------------|---|--------------------|------------------------|------------------------|----------------|---|----------------|----------------|---------|
|  |                                |   | Target             | Actual                 |                        | Q <sup>1</sup> | E <sup>2</sup>  | T <sup>3</sup> | A <sup>4</sup> |         |
|  |                                | <b>T12.</b> Number of BAC meetings facilitated and attended   | 50                 | 43                     | 86.0%                  | 5              | 4   | 5              | 4.67           |         |
|  | <b>A3.</b> Contract Management | <b>T1.</b> Number of on-going Purchase Orders (POs)/Contracts supervised for monitoring   | 415                | 684                    | 164.8%                 | 5              | 5   | 5              | 5.00           |         |
|  |                                | <b>T2.</b> Number of vouchers for completed POs/contracts that are endorsed for payment reviewed and approved                                       | 315                | 261                    | 82.9%                  | 5              | 3   | 5              | 4.33           |         |
|  |                                | <b>T3.</b> Number of vouchers for payment of refund of retention money/warranty, mobilization (for infra), and other payables reviewed and approved | 25                 | 40                     | 204.0%                 | 5              | 5   | 5              | 5.00           |         |
|  |                                | <b>T4.</b> Number of completed contracts of Suppliers/External Service Providers in the registry supervised for conduct of performance evaluation   | 200                | 141                    | 70.5%                  | 5              | 3   | 5              | 4.33           |         |
|  |                                | <b>T5.</b> Number of Summary of Evaluation of Suppliers reviewed and forwarded to the Bids and Awards Committee for their reference                 | 1                  | 1 (Jan-Jun 2023)       | 100.0%                 | 5              | 5   | 5              | 5.00           |         |
|  |                                | <b>T6.</b> Number of Agency Procurement Compliance and Performance Indicator Report (APCPI) prepared and submitted to GPPB within the deadline      | 1                  | 1 (2022 APCPI Results) | 100.0%                 | 5              | 5   | 5              | 5.00           |         |
|  |                                | <b>T7.</b> Number of reports for publicized projects reviewed   | 2                  | 2                      | 100.0%                 | 5              | 5   | 5              | 5.00           |         |
| Total Overall Rating   |                                |   |                    |                        |                        |                |   |                | <b>163.33</b>  |         |
| Average Rating (Total Over-all rating divided by # of entries) |                                |   | <b>4.80</b>        |                        |                        |                | Comments & Recommendations for Development Purpose:<br><i>Very good and dependable worker<br/>Recommended to attend more procurement related trainings and supervisory course</i> |                |                |         |
| Additional Points:   |                                |   | -                  |                        |                        |                |   |                |                |         |
| Punctuality  |                                |   | -                  |                        |                        |                |   |                |                |         |
| Approved Additional points (with copy of                       |                                |   | -                  |                        |                        |                |   |                |                |         |
| FINAL RATING   |                                |   | <b>4.80</b>        |                        |                        |                |   |                |                |         |
| ADJECTIVAL RATING  |                                |   | <b>Outstanding</b> |                        |                        |                |   |                |                |         |

Evaluated & Rated by:

Recommending Approval:

Approved by:

  
**RYSAN C. GUINOCOR**  
Immediate Supervisor

  
**EDGARDO E. TULIN**  
VP, Admin. & Finance

  
**EDGARDO E. TULIN**  
VP, Admin. & Finance

Date: 1/22/2024

Date: 1-22-2024

Date: 1-22-2024





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December 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  |   | 85    |   |   |   |   |
| Average Score  |   | 5.0   |   |   |   |   |

Overall recommendation : Dependable .

  
**RYSAN C. GUINOCOR**  
 Immediate Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JESSAMINE C. ECLEO

Performance Rating: July – December 2023

Aim: Effective and efficient delivery of procurement services

Proposed Interventions to Improve Performance:

Date: July 2023 Target Date: December 2023

First Step:

Recommend to attend Procurement Forums by the GPPB

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

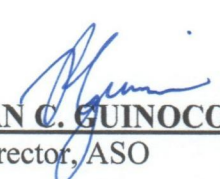
Outcome:

Empowered supervisor

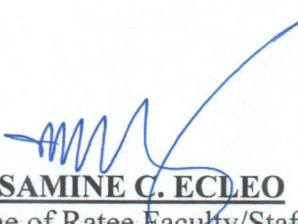
Final Step/Recommendation:

To be given the appropriate position as head.

Prepared by:

  
**RYSAN C. GUINOCOR**  
Director, ASO

Conforme:

  
**JESSAMINE C. ECLEO**  
Name of Ratee Faculty/Staff