



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	4.89	70%	3.423
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30 %	1.500
TOTAL NUMERICAL RATING			4.92


TOTAL NUMERICAL RATING: 4.92
Add: Additional Approved Points, if any: -
TOTAL NUMERICAL RATING: 4.92
FINAL NUMERICAL RATING: 4.92

ADJECTIVAL RATING: Outstanding

Prepared by:


JESSAMINE C. ECLEO 7/28/21
Name of Staff

Reviewed by:


RYSAN C. GUINOCOR
OIC-Director, ODAS

Recommending Approval:


REMBERTO A. PATINDOL
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 January to June 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%	4	5	5	4.67	
	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	29	145.0%	5	5	5	5.00	
		T2. No. of procurement projects procured thru alternative mode implemented according to QP	150	188	125.3%	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	100.0%	5	5	5	5.00	
		T2. No. of Supplemental (APP-nonCSE) reviewed and endorsed for approval by the BAC & the HoPE	2	2	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	100.0%	5	5	5	5.00	
		T4. Number of registry of suppliers/contractors/consultants' reviewed	1	1	100.0%	4	5	5	4.67	
	A2. Support Service to the BAC	T1. No. of appointed staff of the BAC secretariat supervised and mentored	7	7	100.0%	4	5	5	4.67	

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	300	362	120.7%	5	4	5	4.67	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	142	189.3%	5	5	5	5.00	
		T4. No. of BAC meetings facilitated and attended	65	68	104.6%	5	5	5	5.00	
		T5. Percentage of needed BAC communications drafted, finalized and printed for approval & transmittal	100%	100%	100.0%	5	5	5	5.00	
	A3. Contract Management	T1. No. of vouchers reviewed and endorsed for processing	300	625	208.3%	5	5	4	4.67	
		T2. No. of purchase orders/contracts coordinated & supervised for monitoring	325	534	164.3%	5	4	5	4.67	
		T3. No. of supplier's performance evaluation coordinated and checked	60	78	130.0%	5	4	5	4.67	
OVPAF GASS 1: Administrative and Support Services Management										
ODAS GASS 1: Administrative and Support Services Management										
PI 1. Office, Staff Management and Maintenance	A1. Efficient office & staff management	T1. No. of units/sections directly supervised	3	3	100.0%	5	5	5	5.00	
		T2. No. of procurement staff directly supervised	9	9	100.0%	5	5	5	5.00	
PI 2. Involvement in various university committees	A1. Disposal Committee Involvement as Secretariat	T1. No. of meetings arranged	4	5	125.0%	5	5	5	5.00	
		T2. No. of Bid Notices prepared & issued	4	5	125.0%	5	5	5	5.00	
		T3. No. of Abstract of Proposals prepared & printed	2	4	200.0%	5	5	5	5.00	
		T4. No. of resolutions drafted, finalized & printed for approval	2	6	300.0%	5	5	5	5.00	
		T4. No. of Notice of Award prepared & issued to scrap buyers	6	14	233.3%	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	
OVPAF STO 4: Innovations & Best Practices										
PI 1. New Systems/Innovations/Proposals introduced & implemented	A1. Systems/Innovations introduced	T1. No. of new QPs prepared/revised	2	4	200.0%	4	5	5	4.67	2 Existing QPs revised, 2 New QPs prepared
		T2. No. of SPPMIS development brainstorming attended	2	2	100.0%	5	5	5	5.00	April 8 & March 16
		T3. No. of ODAS Man-Com meeting attended	6	6	100.0%	5	5	5	5.00	
Total Overall Rating									122.33	
Average Rating (Total Over-all rating divided by # of entries)			4.89		Comments & Recommendations for Development Purpose: To be given the appropriate position as head.					
Additional Points:		-								
Punctuality		-								
Approved Additional points (with copy of		-								
FINAL RATING		4.89								
ADJECTIVAL RATING		Outstanding								

Evaluated & Rated by:


RYSAN C. GUINOCOR
Immediate Supervisor

Date: **27 JUL 2021**

Recommending Approval:


REMBERTO A. PATINDOL
VP, Admin. & Finance

Date: _____

Approved by:


REMBERTO A. PATINDOL
VP, Admin. & Finance

Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January to June 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		60				

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		25				
Average Score		85/17 = 5.0				

Overall recommendation : _____


RYSAN C. GUINOCOR
 Immediate Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JESSAMINE C. ECLEO

Performance Rating: January – June 2021

Aim: Effective and efficient delivery of administrative and financial services

Proposed Interventions to Improve Performance:

Date: January 1, 2021 Target Date: June 30, 2021

First Step: Send to various training 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
Director, ODAS

Conforme:


JESSAMINE C. ECLEO
Name of Ratee Faculty/Staff