

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

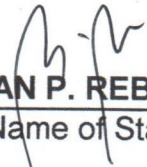
Name of Administrative Staff: **BRYAN P. REBUYAS**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2 X 3)
1. Numerical Rating per IPCR	4.85	0.70	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	0.30	1.48
	<b>TOTAL NUMERICAL RATING</b>		<b>4.87</b>

TOTAL NUMERICAL RATING: 4.87  
Add: Additional Approved Points, if any:  
TOTAL NUMERICAL RATING: 4.87

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

  
**BRYAN P. REBUYAS**  
Name of Staff


Reviewed by:

  
**ALICIA M. FLORES**  
Department/Office Head

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
Vice President for Admin. & Finance

Approved:

  
**REMBERTO A. PATINDOL**  
Vice President for Admin. & Finance

# **INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **Bryan P. Rebuyas**, of the Procurement Services Management Office commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July to December, 2019**.

**BRYAN P. REBUYAS**

Ratee

**ALICIA M. FLORES**

Head, SPPMO

MFO/PAPS	Program/Activities Undertaken	Task Assigned	TARGET July to December 2019		Rating				Remarks	
			Target	Actual	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>		
UMFO 6: General Administrative and Support Services										
OVPAF MFO 6: Procurement & BAC Secretariat Services										
OVPAF MFO 7: Project Management & Implementation Services										
SPPMO MFO1: Administrative and Support Services										
PI 1: Efficient and customer friendly Services	A.1: Frontline services	T 1: Serves and attends to cleints requests and inquiries	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5.00		
	A.2: Number of hours coducted washing vehicle assigned at SPPMO	T 1: Conduct simple car maintenance (car washing etc.) to vehicle assigned at SPPMO.	40	60	5	5	5	5.00		
OVPAF MFO 6: Procurement & BAC Secretariat Services										
PSMO MFO 6.2: Procurement Process Management										
PI 2: Procurement documents peparation and processing	A.1 : Percentage of approved PO's served and retrieve to and from local suppliers	T 1: Serves and retrieves PO's to and from local suppliers	100%	100%	5	5	4	4.67		
	A.2 : Percentage of PO with items picked up at local suppliers	T 2: Pick-up S/M/E at local suppliers in Baybay City & other parts in Leyte	100%	100%	5	5	4	4.67		
	A.3: Number of trips conducted in hauling cargoes at Baybay Wharf	T 3: Pick-up/haul cargoes at Baybay Wharf coming from VSU Cebu Office & Cebu City suppliers Two times a week	20	48	5	5	5	5.00		



<b>A.4:</b> Percentage of PO's with items delivered to end-users		<b>T4:</b> Deliver Supplies Materials and Equipment to end-users.	100%	100%	5	5	4	4.67	
<b>A.5:</b> Percentage of RFQ served/retrieved to/from local suppliers (Baybay, Ormoc and Tacloban)		<b>T5:</b> Serve & retrieve RFQ to/from local suppliers(Baybay, Ormoc and Tacloban)	100%	100%	5	5	5	5.00	
<b>OVPAF MFO 7: Project Management &amp; Implementation Services</b>									
<b>PI 1:</b> Monitoring and Implementation of Purchase Orders/Contracts	<b>A.1:</b> Percentage of PO with lacking deliveries completed & transaction completed for payments	<b>T 1:</b> Monitoring & completing of PO transactions for PO with lacking deliveries for payments	100%	100%	5	5	4	4.67	
	<b>A.3:</b> Percentage of urgent purchases monitored and followed up (during University wide activities)	<b>T3:</b> Monitors and follow ups urgent purchases (during University wide activities)	100%	100%	5	5	5	5.00	
Total Over-all Rating					45	45	41	43.67	

Average Rating (Total Over-all rating divided by 9)

4.85

Additional Points:

Punctuality

XX

Approved Additional points (with copy of approval)

XX


FINAL RATING

ADJECTIVAL RATING

Comments & Recommendations for

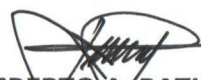
Development Purposes: *Recommended to attend trainings on RAQIS as required.*

Evaluated and Rated by:


  
**ALICIA M. FLORES**  
Head, SPPMO

Date: \_\_\_\_\_

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
VP for Admin and Finance  
Date: 2-19-2020

Approved by:

  
**REMBERTO A. PATINDOL**  
VP for Admin and Finance  
Date: 2-19-2020

1 - quality    2- efficiency    3- timeliness    4- Average



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER, 2019Name of Staff: BRYAN P. REBUYAS Position: ADMINISTRATIVE AIDE III

**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		59				
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		59				
Average Score		4.92				


Overall recommendation : \_\_\_\_\_

  
**ALICIA M. FLORES**  
Name of Head

### EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **BRYAN P. REBUYAS**

Performance Rating: **July to December 2019**

Signature: 

Aim: **Effective and efficient delivery of administrative services**

Proposed Interventions to Improve Performance:

Date: **July 1** Target Date: **December 31, 2019**

First Step:

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**Recommended to attend Seminar-Workshop applicable to Property Custodian and as government personnel/employee such as:**

- 1.) RA 9184
- 2.) Supply and Property Management System to be conducted by COA

Result:

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- **Not attended yet the recommended seminar/trainings/workshops**

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:

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Outcome: **Not attended yet the recommended seminar/trainings/workshops.**

Final Step/Recommendation:

**Recommended to attend the following:**

1. **Updates on the RA 9184 Implementing Rules and Regulations.**
2. **Seminar/training on Property and Supply Management.**

Prepared by:

  
**ALICIA M. FLORES**  
Unit Head