

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

Name of Administrative Staff: **ALICIA M. FLORES**

| Particulars<br>(1)   | Numerical Rating<br>(2)       | Percentage<br>Weight 70%<br>(3) | Equivalent<br>Numerical Rating<br>(2 X 3) |
|--|-------------------------------|---------------------------------|---|
| 1. Numerical Rating per IPCR   | 4.88                          | 0.70                            | 3.42                                      |
| 2. Supervisor/Head's assessment of<br>his contribution towards attainment of<br>office accomplishments | 5                             | 0.30                            | 1.50                                      |
|  | <b>TOTAL NUMERICAL RATING</b> |                                 | <b>4.92</b>                               |


TOTAL NUMERICAL RATING: 4.92

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.92

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

  
**ALICIA M. FLORES**  
Name of Staff

Reviewed by:

  
**REMBERTO A. PATINDOL**  
2-19-2020  
Department/Office Head

Recommending Approval:


  
**REMBERTO A. PATINDOL**  
2-19-2020  
Vice President for Admin. & Finance

Approved:

  
**REMBERTO A. PATINDOL**  
2-19-2020  
Vice President for Admin. & Finance

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

I, **Alicia M. Flores**, of the **SUPPLY, PROCUREMENT & PROPERTY 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**.

  
**ALICIA M. FLORES**  
 Ratee

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

| UMFO 6: General Administration and Support Services         |   |   |  |  |                |                |                |                |         |
|---|---|---|--|--|----------------|----------------|----------------|----------------|---------|
| OVPAF MFO-6: Procurement & BAC Secretariat Services         |   |   |  |  |                |                |                |                |         |
| OVPAF MFO 7: Project Management & Implementation Services   |   |   |  |  |                |                |                |                |         |
| OVPAF MFO 8: Supply and Property Management Services        |   |   |  |  |                |                |                |                |         |
| MFO/PAPS  | Program/Activities Undertaken   | Task Assigned   | Accomplishment<br>July to December, 2019   |  | Rating         |                |                |                | Remarks |
|   |   |   | Target                                     | Actual                                     | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |         |
| SPPMO MFO 1: Administrative and Support Services Management |   |   |  |  |                |                |                |                |         |
| 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           |         |
| PI 2: Office, Staff Management and Maintenance              | A.1: No. of section/units directly supervised   | T 1: Directly supervises the procurement and property sections  | 2  | 2  | 5              | 5              | 5              | 5.00           |         |
|   | A.2: No . of staff monitored, evaluated coached, supervised for effective and efficient office management | T 2: Coaches, supervises, evaluates the work performances of subordinates   | 21   | 21   | 5              | 5              | 5              | 5.00           |         |
|   | A.3: No. of meetings with subordinates conducted  | T 3: Conducts office meetings with subordinates   | 6  | 10   | 5              | 5              | 5              | 5.00           |         |
|   | A.4 : No. of innovations for effective and efficient services introduced                                  | T 4: Introduces innovations for effective and efficient services  | 1  | 2  | 5              | 5              | 4              | 4.67           |         |
|   | A.5: Percentage of long clearances received, reviewed and signed  | T 5: Receives, reviews and signs clearances due to transfer, separation, resignation, retirement and death                  | 100%                                       | 100%                                       | 5              | 5              | 5              | 5.00           |         |
|   | A.6: No. of documents prepared.   | T 6: Prepares, drafts, encodes, prints and submits offices documents such as letter requests, OPCR, PRs for SME, travel etc | 20   | 30   | 5              | 5              | 4              | 4.67           |         |

| MFO/PAPS  | Program/Activities Undertaken  | Task Assigned   | Accomplishment<br>July to December, 2019 |        | Rating         |                |                |                | Remarks |
|---|--|---|--|--------|----------------|----------------|----------------|----------------|---------|
|   |  |   | Target                                   | Actual | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |         |
|   | <b>A.7:</b> No. of meetings called by supervisor/higher authorities and seminars attended        | <b>T 7:</b> Attends to meetings called by supervisor/ higher authorities and to seminars    | 5  | 10     | 5              | 5              | 5              | 5.00           |         |
| <b>PI 3: Involvement and Coordination of major university committees</b>              | <b>A.2:</b> Disposal activities and documents preparation as member of the Disposal Committee    | <b>T.1</b> Check and verify unserviceable properties returned by end users                  | 100%                                     | 100%   | 5              | 5              | 5              | 5.00           |         |
|   |  | <b>T.2</b> Computes appraised value of returned property                                    | 100%                                     | 100%   | 5              | 5              | 5              | 5.00           |         |
|   |  | <b>T.3</b> Attendance to meetings and ocular inspection                                     | 2  | 3      | 5              | 5              | 5              | 5.00           |         |
| <b>OVPAF MFO 6: Procurement and BAC Secretariat Services</b>                          |  |   |  |        |                |                |                |                |         |
| <b>PSMO MFO 6.2: Procurement Process Management</b>                                   |  |   |  |        |                |                |                |                |         |
| <b>PI 2:</b> Procurement documents  | <b>A.1:</b> Percentage of procurement documents checked and acted (RFQ, AQ, PO, IAR, SPS and DV) | <b>T 1:</b> Review, signs and acts documents such as PO's, AQ's, RFQ's, IAR's, SPS and DV's | 100%                                     | 100%   | 5              | 5              | 5              | 5.00           |         |
| <b>OVPAF MFO 7: Project Management &amp; Implementation Services</b>                  |  |   |  |        |                |                |                | 0.00           |         |
| <b>PI 1: Monitoring and implementation of contracts and purchase orders</b>           | <b>A.1 :</b> Percentage of approved Purchase Orders monitored                                    | <b>T 1:</b> Monitor deliveries of Supply, Materials and Equipment (SME's)                   | 100%                                     | 100%   | 5              | 5              | 4              | 4.67           |         |
| <b>PI 2: Billing and payment processing</b>   | <b>A.1:</b> Percentage of Disbursement prepared, checked and monitored                           | <b>T I:</b> Checks and reviews vouchers for payment to suppliers                            | 100%                                     | 100%   | 5              | 5              | 5              | 5.00           |         |
| <b>PI 3: Reports preparation and submission</b>                                       | <b>A.1:</b> Percentage of reports submitted to COA, GPPB, DBM and other agencies/offices         | <b>T1:</b> Prepares and submits reports to COA, GPPB, DBM and other agencies/offices        | 100%                                     | 100%   | 5              | 5              | 4              | 4.67           |         |
| <b>OVPAF MFO 8: Supply and Property Management Services</b>                           |  |   |  |        |                |                |                |                |         |
| <b>PMO MFO 8.3 Distribution management</b>  |  |   |  |        |                |                |                |                |         |
| <b>PI 2 Issuance, preparation and checking of reports for Supplies and Materials.</b> | <b>A.1:</b> No. of Reports for Supplies and Materials Issued (RSMI) checked, reviewed and signed | <b>T 1:</b> Reviews, checks and signs RSMI  | 6  | 6      | 5              | 5              | 4              | 4.67           |         |

| MFO/PAPS   | Program/Activities Undertaken   | Task Assigned  | Accomplishment<br>July to December, 2019 |        | Rating         |                |                |                | Remarks |
|--|---|--|--|--------|----------------|----------------|----------------|----------------|---------|
|  |   |  | Target                                   | Actual | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |         |
| PMO MFO 8.4 Inventory Management   |   |  |  |        |                |                |                |                |         |
| PI 2: Reconciliation of inventory books of buildings, properties and equipment against Accounting property/equipment ledger cards. | A.1: Percentage of items in the inventory books checked and reviewed.   | T 1: Checks and reviews properties, buildings and equipment for reconciliation                 | 100%                                     | 100%   | 5              | 5              | 4              | 4.67           |         |
| PI 1: Permits, Licensing, registration and insurance of buildings and vehicles   | A.1: Number of buildings listed for fire insurance  | T.1 Review and checks from the inventory book of accounts the VSU buildings for fire insurance | 36                                       | 36     | 5              | 5              | 5              | 5.00           |         |
| PMO MFO 8.5 Disposal Management  |   |  |  |        |                |                |                |                |         |
| PI 1: Receipt, collection, inspection and appraisal of Waste Materials & Unserviceable Properties                                  | A. 1: Percentage of waste materials reports checked , inspected and signed  | T 1: Checks, inspects and signs waste materials reports  | 100%                                     | 100%   | 5              | 5              | 5              | 5.00           |         |
| PI 6: Public auction/bidding of un serviceable properties  | A. 1: Percentage. of unserviceable properties appraised for disposal thru public auction  | T 1: Computes appraisal value of unserviceable properties for disposal                         | 100%                                     | 100%   | 5              | 5              | 5              | 5.00           |         |
| PI 8: Disposal thru (sale)/death of working animals and all other animals owned by the University                                  | A.1: Percenatgage of request for the disposal (sale)/death of working animals and all other animals owned by the University acted and witnessed | T 1: Checks, verifies and signs reports of sale/death of working animals                       | 100%                                     | 100%   | 5              | 5              | 5              | 5.00           |         |

| MFO/PAPS  | Program/Activities Undertaken   | Task Assigned  | Accomplishment<br>July to December, 2019 |          | Rating         |                |                |                | Remarks |
|---|---|--|--|----------|----------------|----------------|----------------|----------------|---------|
|   |   |  | Target                                   | Actual   | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |         |
| PMO MFO 7.6 Fuel Procurement and Dispensing Management  |   |  |  |          |                |                |                |                |         |
| PI 1: Procurement and issuance of Fuel, Oil and lubricants  | A.1 : No. of documents for fuel purchase request checked and approved   | T 1:Checks and approves purchase request and other supporting documents for fuel, oil and lubricants | 6  | 6        | 5              | 5              | 5              | 5.00           |         |
|   | A. 2: No. of reports, for fuel and oil issued checked and signed  | T 2: Checks and signs reports of fuel and oil issuance (Statement of Accounts, Monthly Reports, etc) | 100                                      |          | 5              | 5              | 4              | 4.67           |         |
| OVPAF MFO-11: Innovations & Best Practices  |   |  |  |          |                |                |                |                |         |
| SPPMO MFO 11.1  |   |  |  |          |                |                |                |                |         |
| PI 1: Preparation of Quality Procedures and Operation Manuals   | A.1: Percentage of the Operation manuals and Quality Proecdures prepared  | T 1: Prepares Quality Procedures of SPPMO processes and operation manuals                            | 100%                                     | on going | 5              | 5              | 4              | 4.67           |         |
| PI 2: Development and Implementation of New System on Property Management and Procurement Monitoring System | A.1: percentage of reports/documents suggested for inclusion in the implementation of Property Management and Procurement Monitoring System | T 1: Conceptualize processes to be included in the Property and Procurement System                   | 100%                                     | on going | 5              | 5              | 4              | 4.67           |         |
| Total Over-all Rating   |   |  |  |          | 125.00         | 125.00         | 116.00         | 122.00         |         |

|   |  |  |             |
|---|--|--|-------------|
| <b>Average Rating (Total Over-all rating divided by 25)</b> |  |  | <b>4.88</b> |
| <b>Additional Points:</b>                                   |  |  |             |
| <b>Punctuality</b>  |  |  |             |
| <b>Approved Additional points (with copy of approval)</b>   |  |  |             |
| <b>FINAL RATING</b>   |  |  |             |
| <b>ADJECTIVAL RATING</b>                                    |  |  |             |


**Comments & Recommendations for Development Purposes:** Recommended to attend trainings on the following:

1. Government Property & Supply Management
2. Updates on the RA 9184 FRR
3. PDAP trainings/seminars/workshops


Evaluated and Rated by:

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

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
 Vice President (PMT)  
 2-19-2020

Approved by:

  
**REMBERTO A. PATINDOL**  
 Vice President 2-19-2020

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER, 2019Name of Staff: ALICIA M. FLORES Position: ADMINISTRATIVE OFFICER II

**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  |   |       |   |   |   |  |
| Average Score  |   | 5.0   |   |   |   |  |

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



REMBERTO A. PATINDOL

Name of Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ALICIA M. FLORES**

Signature: 

Performance Rating: **July to December 2019**

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 on:**

- 1. Convention-seminar on "Linking Financial Resilience and Good Governance"**
- 2. Government Property and Supply Management**
- 3. Updates on the RA 9184 Implementing Rules and Regulations.**
- 4. POAP trainings/seminars/workshop**

Result:

- 
- Attended Convention-Seminar of AGAP: "Linking Financial Resilience and Good governance" on October 23-26, 2019 at Cagayan De Oro**
- 

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

Next Step:

Outcome: **Applied the lesson learned on the trainings/ workshops attended.**

Final Step/Recommendation:

**Recommended to attend Seminar-workshop on the following:**

- 1. Government Property and Supply Management**
- 2. Updates on the RA 9184 Implementing Rules and Regulations.**
- 3. POAP trainings/seminars/workshop**

Prepared by:

  
**REMBERTO A. PATINDOL**  
VP for Admin and Finance