



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **LEOPOLDO S. ESCALA JR.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.88	70%	3.416
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
TOTAL NUMERICAL RATING			4.89

TOTAL NUMERICAL RATING: **4.89**

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: **4.89**

FINAL NUMERICAL RATING **4.89**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

LEOPOLDO S. ESCALA JR.

Name of Staff

Reviewed by:

JESSAMINE C. ECLEO

Head, Procurement

Recommending Approval:

LOURDES B. CANO

Director, ODAS

Approved:

REMBERTO A. PATINDOL

VP, Admin. & Finance

INDIVIDUAL PERFORMANCE COMMITMENT+A1:K20 & REVIEW FORM (IPCR)

I, LEOPOLDO S. ESCALA JR., 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 July to December 2020.

LEOPOLDO S. ESCALA JR.

Ratee

Approved:

JESSAMINE C. ECLEO

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 BAC secretariat and contract management	Very Satisfactory	Very Satisfactory	100.0%	5	5	5	5.00	
OVPAF MFO 6: PROCUREMENT SERVICES										
ODAS GASS 3: Procurement Services										
PI 1. Procurement Services	A1. Support Service to the BAC	T1. No. of Bid Bulletin for Public Bidding prepared and posted in Philgeps	20	30	150.0%	5	4	5	4.67	
		T2. Number advertisement posted in the PhilGEPS for Alternative mode of Procurement for ABC of above 50,000.00	45	105	233.3%	5	5	5	5.00	
		T3. Number of Award/POs and other related documents prepared and posted in the Phigeeps for Alternative mode of Procurement for ABC of above 50,000.00	40	50	125.0%	5	4	4	4.33	
		T4. No. of BAC meetings attended	80	101	126.3%	5	5	5	5.00	
		T5. Percentage of queries from suppliers/end-users attended	1% complaint	0%	100.0%	5	5	5	5.00	
	A2. Other Tasks Accomplished	Number of Purchase Order Prepared		25	100.0%	5	5	5	5.00	
		Number of Training/Webinar Attended		1	100.0%	5	5	5	5.00	
		Number of Bid Notice/Bid bulletin posted in VSU website Tranparency Seal		51	100.0%	5	5	5	5.00	
		Percentage of inquiry/clarification of Suppliers/ cleintele related to prcurement answered through Telephone calls		100%	100.0%	5	5	5	5.00	
		Number of e-mail sent to supplier/external campuses related to Procurement		250	100.0%	5	5	5	5.00	Bid Documents, Bid/bulletin, Purchase Orders
	A3. Contract Management	T1. Number of POs monitored for complete deliveries	500	859	171.8%	5	4	5	4.67	

ODAS GASS 1: Administrative and Support Services Management										
PI 1. Office, Staff Management and	A1. Efficient and customer friendly services	T1. No. of complaints from clients on frontline service rendered	0 complaint	0 complaint	100.0%	5	5	5	5.00	
		T2. Percentage of Philgeps posting-related documents maintained and filed	100%	100%	100.0%	5	5	4	4.67	
Total Overall Rating									68.33	
Average Rating (Total Over-all rating divided by # of entries)			4.88				Comments & Recommendations for Development Purpose: Accomplishes his tasks beyond what is required from him. Definitely deserves to be promoted to higher positions suitable to his credentials			
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING			4.88							
ADJECTIVAL RATING			Outstanding							

Comments & Recommendations for Development
 Purpose: Accomplishes his tasks beyond what is required from him. Definitely deserves to be promoted to higher positions suitable to his credentials.

Evaluated & Rated by:



JESSAMINE C. ECLEO
 Immediate Supervisor

Date: _____

Recommending Approval:



LOURDES B. CANO
 Director, ODAS

Date: _____

Approved by:



REMBERTO A. PATINDOL
 VP, Admin. & Finance

Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July to December 2020**

Name of Staff: **LEOPOLDO S. ESCALA** Position: **Administrative Aide III**

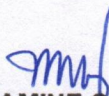
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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 Score		59				

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		4.92				

Overall recommendation : _____


JESSAMINE C. ECLEO
 Immediate Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LEOPOLDO S. ESCALA
Performance Rating: JULY – DECEMBER 2020

Aim: Effective and efficient delivery of procurement and contract management

Proposed Interventions to Improve Performance:

Date: July 1, 2020 Target Date: December 31, 2020

First Step:

Send to training relative to procurement and contract management

Result:

Knowledgeable of procurement policies and procedures

Date: _____ Target Date: _____

Next Step:

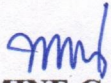
Send to trainings relative to capacity development.

Outcome: Improved work performance.

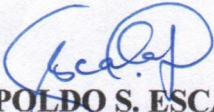
Final Step/Recommendation:

To be promoted to a higher position suited to his qualifications.

Prepared by:


JESSAMINE C. ECLEO
Unit Head

Conforme:


LEOPOLDO S. ESCALA
Name of Ratee Faculty/Staff