



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 | 5.00 | 30% | 1.50 |
| TOTAL NUMERICAL RATING | | | 4.92 |

TOTAL NUMERICAL RATING: 4.92

Add: Additional Approved Points, if any: 0.0

TOTAL NUMERICAL RATING: 4.92

FINAL NUMERICAL RATING 4.92

ADJECTIVAL RATING: Outstanding


Prepared by:


LEOPOLDO S. ESCALA, JR.
Name of Staff

Reviewed by:


JESSAMINE C. ECLEO 1/20/23
Head, Procurement

Recommending Approval:


RYSAN C. GUINOCOR
Director, ODAS

Approved:


DANIEL LESLIE S. TAN
VP for Admin. & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & 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 2022.

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 | |
| 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 BAC secretariat and contract management | Very satisfactory | Very satisfactory | 100.0% | 5 | 5 | 5 | 5.00 | |
| | | T1. Number of procurement process implemented according to QPs | 2 | 2 | 100.0% | 5 | 5 | 5 | 5.00 | |
| OVPAP 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 | zero complaint | 100.0% | 5 | 5 | 5 | 5.00 | |
| OVPAP GASS 1: Administrative and Support Services Management | | | | | | | | | | |
| PI 1: Administrative and Support Services | A1: Administrative and Support Services Management | T1: Number of university committtees/association involvement | 1 | 2 | 200.0% | 5 | 5 | 5 | 5.00 | |
| | | T2. Percentage of PhilGEPS posting-related documents maintained and filed | 100% | 100% | 100.0% | 5 | 5 | 5 | 5.00 | |
| OVPAP MFO 6: PROCUREMENT SERVICES | | | | | | | | | | |
| ODAS GASS 3: Procurement Services | | | | | | | | | | |
| PI 1. Procurement Services | A1. Support Service to the BAC | T1. Number of Bid Bulletin for Competitive Bidding prepared and posted in PhilGEPS | 25 | 40 | 160.0% | 5 | 4 | 5 | 4.67 | |
| | | T2. Number procurement opportunities for Alternative Method with ABC of above 50K posted in the PhilGEPS | 40 | 106 | 265.0% | 4 | 5 | 5 | 4.67 | |
| | | T3. Number of projects procured thru Alternative Method that are posted in the PhilGEPS awarded and updated | 75 | 85 | 113.3% | 5 | 4 | 4 | 4.33 | |
| | | T4. Number of procurement projects undertaken thru NP-2 Failed Biddings facilitated and awarded | 2 | 5 | 250.0% | 4 | 5 | 5 | 4.67 | |
| | | T5. No. of BAC meetings facilitated and attended | 60 | 96 | 160.0% | 5 | 5 | 5 | 5.00 | |
| | | T6. Number of Purchase Order prepared for Competitive Bidding, NP-2FB, and NP-EC modalities | 100 | 224 | 224.0% | 5 | 4 | 5 | 4.67 | |
| | | T7. Number of Trainings/Webinars Attended | 1 | 1 | 100.0% | 5 | 5 | 5 | 5.00 | |
| | | T8. Percentage of inquiries/clarifications of Suppliers/cleintele related to procurement answered through Telephone calls, emails, and other media | 100% | 100% | 100.0% | 5 | 5 | 5 | 5.00 | |


| | | | | | | | | | | |
|--|-------------------------|---|------|-----|--------|---|--|---|-------|--|
| | | T9. Number of e-mails sent to suppliers/external campuses related to Procurement | 100 | 228 | 228.0% | 5 | 5 | 5 | 5.00 | |
| | A2. Contract Management | T1. Number of on-going Purchase Orders (POs)/Contracts for the current year monitored | 325 | 808 | 248.6% | 5 | 5 | 5 | 5.00 | |
| | | T2. Number of on-going Purchase Orders (POs)/Contracts for the previous years monitored | 90 | 153 | 170.0% | 5 | 5 | 5 | 5.00 | |
| | | T3. Number of reports for publicized projects prepared and submitted to COA within the deadline | 2 | 2 | 100.0% | 5 | 5 | 5 | 5.00 | |
| Total Overall Rating | | | | | | | | | 83.00 | |
| Average Rating (Total Over-all rating divided by # of entries) | | | 4.88 | | | | Comments & Recommendations for Development Purpose: Deserves promotion. | | | |
| Additional Points: | | | | | | | | | | |
| Punctuality | | | | | | | | | | |
| Approved Additional points (with copy of approval) | | | | | | | | | | |
| FINAL RATING | | 4.88 | | | | | | | | |
| ADJECTIVAL RATING | | Outstanding | | | | | | | | |

Evaluated & Rated by:

Recommending Approval:

Approved by:


JESSAMINE C. ECLEO
 Immediate Supervisor


RYSAN C. GUINOCOR
 Director, ODAS


DANIEL LESLIE S. TAN
 VP, Admin. & Finance

Date: 1/20/23

Date: 1/23/23

Date: 1/24/23



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2022

Name of Staff: LEOPOLDO S. ESCALA, JR.

Position: Administrative Aide IV

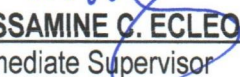
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

| 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 | | | | | | 60 | | | | |
| Average Score | | | | | | 5.0 | | | | |

Overall recommendation : Deserves to be promoted to higher positions that suit his qualifications.


JESSAMINE C. ECLEO
 Immediate Supervisor

4/19/23

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LEOPOLDO S. ESCALA, JR.

Performance Rating: July – December 2022

Aim: Effective and efficient delivery of procurement services

Proposed Interventions to Improve Performance:

Date: July 2022 Target Date: December 2022

First Step:

Recommend to attend trainings on updates of RA 9184.

Result:

Be updated on relevant information related to procurement.

Date: _____ Target Date: _____

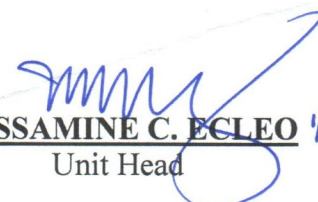
Next Step:

Outcome: Improved work performance.

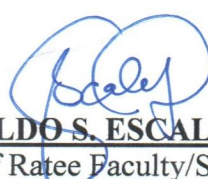
Final Step/Recommendation:

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

Prepared by:


JESSAMINE C. ECLEO 1/19/23
Unit Head

Conforme:


LEOPOLDO S. ESCALA, JR. 1/19/23
Name of Ratee Faculty/Staff