



**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	4.94	70%	3.458
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
<b>TOTAL NUMERICAL RATING</b>			<b>4.96</b>


TOTAL NUMERICAL RATING: 4.96  
Add: Additional Approved Points, if any: 0.0  
TOTAL NUMERICAL RATING: ~~4.96~~  
FINAL NUMERICAL RATING 4.96

ADJECTIVAL RATING: Outstanding

Prepared by:

  
**JESSAMINE C. ECLEO**  
Name of Staff


Reviewed by:

  
**RYSAN C. GUINOCOR**  
Director, ODAS

Recommending Approval:

  
**DANIEL LESLIE S. TAN**  
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 2022

JESSAMINE C. ECLEO  
Ratee

Approved:

RYSAN C. GUINOCOR  
Immediate Supervisor

MFOs & PAPs	Success Indicators	Tasks Assigned	Acomplishments		Percent Accomplishment	Rating				Remarks
			Target	Actual		Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
OVPAF STO 1: ISO 9001:2015 Aligned Documents										
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 procurement planning, BAC secretariat, and contract management	Very Satisfactory	Very Satisfactory	100.0%	5	5	5	5.00	
		T2. Number of QPs registered/revised	1	2	200.0%	5	5	4	4.67	Procurement Planning, Evaluation of Suppliers
		T3. Number of procurement process implemented according to QPs	2	4	200.0%	5	5	5	5.00	PM-SUP-01 to 04
OVPAF 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	0 complaint	100.0%	5	5	5	5.00	
OVPAF STO 4: Innovations & Best Practices										
PI 1: New Systems/Innovations/Proposals introduced and implemented	A1: New Systems/Innovations/Proposals introduced and implemented	T1: No. of new QPs drafted and forwarded to ODQA for registration	1 QP	2 QPs	200.0%	5	5	5	5.00	Procurement Planning, Evaluation of Suppliers
OVPAF GASS 1: Administrative and Support Services Management										
PI 1: Administrative and Support Services Management	A1: Administrative and Support Services Management	T1: Number of university committtees/association involvement	1 committee	3	300.0%	5	5	5	5.00	BAC, PBB Compliance, AdPA
		T2: Number of procurement-related documents posted in the Transparency Seal/VSU Website (APP, APCPI, PMR, Procurement Projects)	30	39	130.0%	5	5	5	5.00	4 APPs, 1 APCPI, 1 PMR 33 ITB
	A1. Efficient office & staff management	T1. No. of units/sections directly supervised	3	3	100.0%	5	4	5	4.67	
		T2. No. of procurement staff directly supervised	10	11	110.0%	5	5	5	5.00	1 additional staff
OVPAF MFO 6: PROCUREMENT SERVICES										
ODAS GASS 3: Procurement Services										
PI 1. Procurement Services	A1. Procurement Planning & Management	T1. Number of PPMPs, including supplemental and amendment, supervised for review, evaluation and acceptance	400 PPMPs	401	100.2%	5	5	5	5.00	369 new PPMP, 32 Supplemental PPMP, 0 Amendment



	<b>T2.</b> Number of annually updated suppliers/contractors/consultants' registry reviewed	1 registry	1	100.0%	5	4	5	4.67	on-going updating
	<b>T3.</b> Number of APP reviewed and endorsed to the BAC and HoPE for approval, and submitted to GPPB within the deadline	1 APP	1	100.0%	5	5	5	5.00	including component colleges
	<b>T4.</b> Number of Supplemental APP reviewed and endorsed to the BAC and HoPE for approval	2 Supplemental APPs	3	150.0%	5	5	5	5.00	2 for VSU Main, 1 for component colleges
	<b>T5.</b> Number of Procurement Monitoring Report prepared, endorsed for approval, and submitted to GPPB within the deadline	1 PMRs	1	100.0%	4	5	5	4.67	PMR for Second Sem of FY 2021
<b>A2.</b> Support Service to the BAC	<b>T1.</b> Number of PRs supervised for review, acceptance, consolidation by nature of items, and monitoring	700 PRs	713 PRs	101.8%	5	5	5	5.00	
	<b>T2.</b> Number of Invitation to Bid for Competitive Bidding prepared	30	33 ITBs	110.0%	5	5	5	5.00	
	<b>T3.</b> Number of Bidding Documents for Competitive Bidding prepared	30	33 BDs	110.0%	5	5	5	5.00	
	<b>T4.</b> Number of Bid Bulletin for Competitive Bidding reviewed	20	29 Bid Bulletin	145.0%	5	5	5	5.00	
	<b>T5.</b> Number of Abstract of Bids (As Awarded) for Competitive Bidding prepared	20	23	115.0%	5	5	5	5.00	
	<b>T6.</b> Number of Bid Evaluation Report for Competitive Bidding reviewed	20	23	115.0%	5	5	5	5.00	
	<b>T7.</b> Number of Post-Qualification Evaluation Report for Competitive Bidding prepared	20	23	115.0%	5	5	5	5.00	
	<b>T8.</b> Number of BAC Resolutions prepared	180	344	191.0%	5	5	5	5.00	includes CB & AMP
	<b>T9.</b> Number of Request for Quotations for Alternative Method reviewed and approved	450	472	104.9%	5	5	5	5.00	
	<b>T11.</b> Number of Abstract of Bids for Alternative Method reviewed	200	309	154.5%	5	5	5	5.00	
	<b>T12.</b> Number of Purchase Order reviewed	325	381	117.0%	5	5	5	5.00	
	<b>T13.</b> Number of BAC meetings facilitated and attended	60	68	113.3%	5	5	5	5.00	
<b>A3.</b> Contract Management	<b>T1.</b> Number of on-going Purchase Orders (POs)/Contracts supervised for monitoring	415	568	136.8%	5	4	5	4.67	
	<b>T2.</b> Number of vouchers for completed POs/contracts that are endorsed for payment reviewed and approved	330	477	144.5%	5	5	5	5.00	

<b>T3.</b> Number of vouchers for payment of refund of retention money/warranty, mobilization (for infra), and other payables reviewed and approved	86	86	100.0%	5	5	5	5.00	
<b>T4.</b> Number of completed contracts of Suppliers/External Service Providers in the registry supervised for conduct of performance evaluation	150	162	108.0%	5	4	5	4.67	
<b>T5.</b> Number of Summary of Evaluation of Suppliers reviewed and forwarded to the Bids and Awards Committee for their reference	1	1	100.0%	5	5	5	5.00	Summary for Jul-Dec 2021
<b>T6.</b> Number of Agency Procurement Compliance and Performance Indicator Report (APCPI) prepared and submitted to GPPB within the deadline	1	1	100.0%	5	5	5	5.00	APCPI for FY 2021
<b>T7.</b> Number of reports for publicized projects reviewed	2	2	100.0%	5	5	5	5.00	1st & 2nd Qtr of 2022 reports
<b>Total Overall Rating</b>							163.00	

**Average Rating (Total Over-all rating divided by # of entries)**

**4.94**

**Additional Points:**

**Punctuality**

**Approved Additional points (with copy of**

**FINAL RATING**

**4.94**

**ADJECTIVAL RATING**

**Outstanding**

**Comments & Recommendations for Development Purpose:**

To be given the appropriate position as Head.

Evaluated & Rated by:

Recommending Approval:

Approved by:

**RYSAN C. GUINOCOR**

Immediate Supervisor

Date: 7/6/22

**DANIEL LESLIE S. TAN**

VP, Admin. & Finance

Date: JUL 11 2022

**DANIEL LESLIE S. TAN**

VP, Admin. & Finance

Date: JUL 11 2022





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2022

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						
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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 : \_\_\_\_\_

  
**RYSAN C. GUINOCOR**  
 Immediate Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JESSAMINE C. ECLEO

Performance Rating: January – June 2022

Aim: Effective and efficient delivery of procurement services

Proposed Interventions to Improve Performance:

Date: January 2022 Target Date: June 2022

First Step:

Recommend to attend trainings relative to procurement and management

Result:

Knowledgeable of procurement policies and strategies including updates  
for effective and efficient render of procurement services

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

Next Step:

Recommend 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