



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: ALICIA M. FLORES


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.82	70%	3.37
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.50
TOTAL NUMERICAL RATING			4.87

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

FINAL NUMERICAL RATING 4.87

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


ALICIA M. FLORES
Name of Staff

Reviewed by:


REMBERTO A. PATINDOL
Department/Office Head

Recommending Approval:

Approved:


REMBERTO A. PATINDOL
Vice President

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 January to June, 2020.


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 January to June, 2020		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
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	4	5	4.67	
	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 : No. of policies and guidelines of VSU Property Management and Custodianship revisited and reviewed	T 5: Revisits policies and guidelines of VSU Property management and custody.	1	1	5	5	4	4.67	
	A.6: No of clearances received, reviewed and signed	T 6: Receives, reviews and signs clearances due to transfer, separation, resignation, retirement and death	50	61	5	5	5	5.00	
	A.7: No. of documents prepared.	T 7: 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 January to June, 2020		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
	A.8: No. of meetings called by supervisor/higher authorities and seminars attended	T 8: Attends to meetings called by supervisor/ higher authorities and to seminars	5	12	5	5	5	5.00	
PI 3: Involvement and Coordination of major university committees	A.1: Disposal activities and documents preparation as member of the Disposal Committee	T.1 Check and verify unserviceable properties returned by end users	400	520	5	5	4	4.67	
		T.2 Computes appraised value of returned property	100%	100%	5	5	4	4.67	
		T.3 Attendance to meetings and ocular inspection	2	2	5	5	5	5.00	
OVPAF MFO 6: Procurement and BAC Secretariat Services									
PSMO MFO 6.1: Procurement Planning									
PI 2: Seminar/ Workshop/ Training	A.1 : No. of seminar/workshop/Training relative to procurement attended	T 1: Attends seminar/ workshop/ trainings relative to procurement and property	1	2	5	5	5	5.00	
PSMO MFO 6.2: Procurement Process Management									
PI 2: Procurement documents	A.1: Number of procurement documents checked and acted (RFQ, AQ, PO, IAR, SPS and DV)	T 1: Review, signs and acts documents such as PO's, AQ's, RFQ's, IAR's, SPS and DV's	3000	3315	5	5	5	5.00	
OVPAF MFO 7: Project Management & Implementation Services									
PI 1: Monitoring and implementation of contracts and purchase orders	A.1 : Percentage of approved Purchase Orders monitored	T 1: Monitor deliveries of Supply, Materials and Equipment (SME's)	100%	100%	5	5	4	4.67	
PI 2: Billing and payment processing	A.1: Percentage of Disbursement prepared, checked and monitored	T I: Checks and reviews vouchers for payment to suppliers	100%	100%	5	5	4	4.67	
PI 3: Reports preparation and submission	A.1: Percentage of reports submitted to COA, GPPB, DBM and other agencies/offices	T1: Prepares and submits reports to COA, GPPB, DBM and other agencies/offices	100%	100%	5	5	4	4.67	
OVPAF MFO 8: Supply and Property Management Services									
PMO MFO 8.2 Storage and Warehousing									
PI 2: Acceptance and inspection of supplies, materials and equipment	A. 1: No. of Inspection and Acceptance Reports reviewed, checked and signed.	T 1: Reviews, checks and signs Inspection and Acceptance Reports of S/M/E	300	349	5	5	5	5.00	

MFO/PAPS	Program/Activities Undertaken	Task Assigned	Accomplishment January to June, 2020		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
PMO MFO 8.3 Distribution management									
PI 3: Preparation and approval of ARE/ICS	A.1: No. of PAR/ICS reviewed and signed	T 1: Reviews and signs ARE/ICS	400	510	5	5	5	5.00	
PI 4: Issuance, preparation and checking of reports for Supplies and Materials.	A.1: No. of Reports for Supplies and Materials Issued (RSMI) checked, reviewed and signed	T 1: Reviews, checks and signs RSMI	6	6	5	5	4	4.67	
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 3: Physical inventory taking	A.1 : No. of Physical Inventory for Supplies, Materials, Buildings, Properties, and Equipment conducted	T 1: Conducts physical inventory of supplies, materials and equipment in the SPPMO bodega.	1	1	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	54	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: No. of waste materials reports checked , inspected and signed	T 1: Checks, inspects and signs waste materials reports	100	286	5	5	5	5.00	
PI 6: Public auction/bidding of un serviceable properties	A. 1: No. of unserviceable properties appraised for disposal thru public auction	T 1: Computes appraisal value of unserviceable properties for disposal	700	850	5	5	4	4.67	

MFO/PAPS	Program/Activities Undertaken	Task Assigned	Accomplishment January to June, 2020		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
PI 8: Disposal thru (sale)/death of working animals and all other animals owned by the University	A.1: No. 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	15	25	5	5	5	5.00	
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	8	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	170	5	5	5	5.00	
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 Procedures prepared	T 1: Prepares Quality Procedures of SPPMO processes and operation manuals	100%	50 % completion	5	4	4	4.33	
PI 2: Development and Implementation of New System on Property Management and Procurement Monitoring System	A.1: Number 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	2	3	5	5	4	4.67	
Total Over-all Rating					140.00	139.00	128.00	144.67	


Average Rating (Total Over-all rating divided by 34)		4.82
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations for Development Purposes:
Recommended to attend trainings on Supply and Property Management System.

Evaluated and Rated by:


REMBERTO A. PATINDOL
 VP for Admin. & Finance
 Date: _____

Recommending Approval:


REMBERTO A. PATINDOL
 Vice President (PMT)

Approved by:


REMBERTO A. PATINDOL
 Vice President

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2020

Name 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
 Printed Name and Signature
 Head of Office

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ALICIA M. FLORES

Signature: 

Performance Rating: January to June, 2020

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

Proposed Interventions to Improve Performance:

Date: January 1 Target Date: June 30, 2020

First Step:

Recommended to attend seminar-workshop on:

- 1. Government Property and Supply Management**
- 2. POAP trainings/seminars/workshop**

Result:

- **Not able to attend any of the recommended seminar/workshop due to pandemic (COVID-19)**

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