

MENT OFFICE Visca, Baybay City, Leyte, PHILIPPINES

Telefax: +63 53 563-7190 VoIP: 053 565 0600 local 1093 Email: procurement@vsu.edu.ph Website: www.vsu.edu.ph

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

**ARLIN B. FLANDEZ** 

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.84	70%	3.39
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.50
		TOTAL NUM	MERICAL RATING	4.89

TOTAL NUMERICAL RATING:

4.89

Add: Additional Approved Points, if any:

0.0

TOTAL NUMERICAL RATING:

4.89

FINAL NUMERICAL RATING

4.89

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

Name of Staff

**JESSAMINE** 

Head, Procurement

Recommending Approval:

GUINOCOR

Approved:

EDGARDO E. TULIN OTOVP HENE VP for Administration & Finance

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

,ARLIN B. FLANDEZ, of theProcu	urement Office commits to deliver and agree to the rate	ed on the attainment of the following targets in accordance v	vith the indicated measures for the periodJuly
December 2023 .		/	
for	Approved:	mm/	1/21/2024
ARLIN . B. FLANDEZ		JESSAMINE C. PCLEO	121 12000
Ratee		Head	

			Acomplishments		Percent	Rating				
MFOs & PAPs	Success Indicators	Tasks Assigned	Target Actual		Accomplishment	Q <sup>1</sup>	$Q^1$ $E^2$ $T^3$		A <sup>4</sup>	Remarks
OVPAF STO 1: ISO 9001	:2015 Aligned Documents									
Pl 1: ISO 9001:2015	A1. Clients served rated the	T1. Rating from clients on preparation & monitoring	Very							
aligned documens and	services received at least very	of payment/vouchers	satisfactory	Very satisfactory	100.0%	5	5	5	5.00	
compliant processes	satisfactory		,					<u></u>		
OVPAF STO 3: ARTA ali	gned compliance and reporting	g requirements								
PI 1: ARTA aligned	A1. ARTA aligned frontline	T1.: Number of complaints from clients in relation to								
frontline services	services	efficient and customer friendly services	0 complaint	0 complaint	100.0%	5	5	5	5.00	
OVPAF GASS 1: Admin	istrative and Support Services	   Management								
PI 1: Administrative	A1: Administrative and	<u>T1</u> : Number of university committtees/association								Bids and Awards
and Support Services Management	Support Services Management	involvement	1	2	100.0%	5	5	5	5.00	Committee Secretaria VSU AdPA
OVPAF MFO 6: PROCU						QC .				
ODAS GASS 3: Procure										
Pl 1. Procurement	A1. Support Service to the	T1. Number of Bid Evaluation Report prepared	25	25	100.0%	4	5	5	4.67	
Services	BAC	T2. No. of BAC meetings facilitated and attended	50	68	136.0%	5	5	5	5.00	
	A2. Contract Management Services	T1. Number of vouchers prepared for completed POs/contracts in the current year that are endorsed for payment	225	600	266.7%	5	5	5	5.00	
		T2. Number of vouchers prepared for completed POs/contracts in the previous year that are endorsed for payment	90	88	97.8%	5	4	5	4.67	few payables in the previous years endorsed for payment
		T3. Number of vouchers prepared for payment of refund of retention money/warranty, mobilization (for infra), and other payables	25	51	204.0%	5	4	4	4.33	
Total Overall Rating									38.67	

Average Rating (Total Over-all rating devided by # of entries)	4.83
Additional Points:	
Punctuality	0.01
Approved Additional points (with copy of approval)	
FINAL RATING	4.84
ADJECTIVAL RATING	Outstanding

Evaluated & Rated by:

Recommending Approval:

Approved by:

JESSAMINE C. ECLEO

Head

1/21/2024

RYSAN C GUINOCOF

Director ODAS

VP, Admin. & Finance

Date: 1-22-2024

Comments & Recommendations for Development Purpose:

Works w/ sense of responsibility.

Deserves to be promoted.



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## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2023

Name of Staff: ARLIN B. FLANDEZ Position: Administrative Aide VI

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	<b>Descriptive Rating</b>	Qualitative Description				
5	Outstanding	The performance almost always exceeds the job requirements. The sidelivers outputs which always results to best practice of the unit. He 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)		(	Scal	е	
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	5.0				

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

Deserves to be promoted to higher positions

JESSAMINE C. ECLEO
Immediate Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ARLIN B. FLANDEZ** Performance Rating: July to December 2023 Aim: Effective and efficient delivery of procurement services Proposed Interventions to Improve Performance: Date: July 1, 2023 Target Date: December 31, 2023 First Step: Recommend to attend refresher course on RA 9184 and updates thereto Result: Attended in-house training on RA 9184 Date: \_\_\_\_\_ Target Date: \_\_\_\_ Next Step: To attend intermediate course on RA 9184 Outcome: Improved work performance. Final Step/Recommendation: To be promoted to a higher position in the ROSSS suited to her qualifications. Prepared by: Conforme:

Name of Ratee Faculty/Staff