

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **ERLY S. ESGUERRA**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2 X 3)
1. Numircal Rating per IPCR	4.81	0.70	3.37
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	0.30	1.45
	TOTAL NUMERICAL RATING		4.82

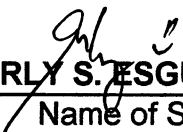
TOTAL NUMERICAL RATING: 4.82

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.82

ADJECTIVAL RATING: OUTSTANDING

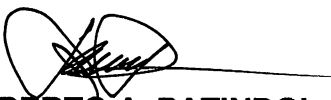
Prepared by:


ERLY S. ESGUERRA
Name of Staff

Reviewed by:


ALICIA M. FLORES
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Vice President for Admin. & Finance

Approved:


REMBERTO A. PATINDOL
Vice President for Admin. & Finance

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Particulars		Name of Administrative Staff	
(1)	Numerical Rating (2)	Percentage Weight (3)	Subdivision Numerical Rating (2 X 3)
1. Numerical Rating per ROR	4.61	0.75	3.46
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	0.25	1.21
TOTAL NUMERICAL RATING			4.67

TOTAL NUMERICAL RATING: 4.67
Add Additional Approved Points if any:
TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

ERLY S. ESCOBERA
Name of Staff

ALICIA M. FLORES
Department Office Head

Recommending Approval:

REMIERTO A. PATINDOL
Vice President for Admin. & Finance


REMIERTO A. PATINDOL
Vice President for Admin. & Finance

Approved:

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Erly S. Esguerra**, of the Procurement Services 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 2018**.


ERLY S. ESGUERRA
 Ratee


ALICIA M. FLORES
 Head, SPPMO

MFO/PAPS	Program/Activities Undertaken	Task Assigned	Accomplishment January to June 2018		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
UMFO 6: General Administrative and Support Services									
OVPAF MFO 6: Procurement Services									
SPPMO MFO1: Administrative and Support Services									
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	
PSMO MFO 6.2: Procurement Process Management									
PI 2: Procurement documents peparation and processing	A.1 : Number of PR's received, evaluated, encoded and consolidated	T 1: Receives PR's, evaluates, encodes and consolidates into BOQ	200	300	5	5	4	4.67	
	A.2: Number of vochers prepared	T 2: Prepares vouchers for payment to suppliers for purchases through Alternative Method of Procuremet and Public Bidding	800	901	5	5	4	4.67	
	A.3: Number of PR's evaluated	T 3: Evaluates specifications of items in the Purchase Request (PR'S)	350	500	5	5	5	5.00	

	A.4: Number of advertisement, bid supplement and other notices posted in the PhilGEPS and in conspicuous places	T 4: Posts advertisement, bid supplement and other notices in the PhilGEPS (for procurement thru Alternative Method)	50	77	5	5	5	5.00	
PSMO MFO 6.3: Procurement Monitoring Management									
PI 2: Procurement documents preparation, processing and monitoring	A.1: Number of communications/ information sent to end-users.	T12: Informs/ communicates end-users regarding the items requested	40	80	5	5	4	4.67	
	A.2: Number of suppliers records monitored and up-dated	T 2: Monitors and up-dates Suppliers Directory	150	200	5	5	4	4.67	
Total Over-all Rating					35	35	31	33.67	

Average Rating (Total Over-all rating divided by 7)
4.81

Additional Points:

Punctuality
XX

Approved Additional points (with copy of approval)
XX

FINAL RATING

JECTIVAL RATING

Comments & Recommendations for Development Purposes:
Recommended to attend training on the update of RA 9184 and other seminar/ workshop relative to procurement.

Evaluated and Rated by:



ALICIA M. FLORES
Head, SPPMO

Date: _____

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


Recommending Approval:



REMBERTO A. PATINDOL
VP for Admin and Finance

Date: _____

Approved by:



REMBERTO A. PATINDOL
VP for Admin and Finance

Date: _____

Erly

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01/04/12, 05:01

VP for Admin and Finance

REVEREND A. DAYMOND
VP for Admin and Finance

SM-TAR JAVITDZIC

CHARTER JAMES

Approved: Additional points (two) added to your score

visitations

relatively incompressible.

(T yd bab) 46 golfer 115-95, C loto 7 golfer 95-115

Wax has been a traditional medium for sculpture and other decorative arts. It is also used in the manufacture of candles, crayons, and other products. The wax industry is an important part of the economy of many countries, particularly in the tropics.

REVISED 10/1/09

NO OTHER ONE BELIEVED

and behaviour.

[illegible]

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY TO JUNE 2018**

Name of Staff: **ERLY S. ESGUERRA** 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						

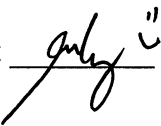
B. Leadership & Management (For supervisors only to be rated by higher supervisor)		Scale				
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1	
2. Visionary and creative to draw strategic and specific 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		J8				
Average Score		4.80				

Overall recommendation : _____


ALICIA M. FLORES
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ERLY S. ESGUERRA

Signature: 

Performance Rating: January to June 2018

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

Proposed Interventions to Improve Performance:

Date: January 1

Target Date: June 30, 2018

First Step:

Recommended to attend Seminar-Workshop applicable to BAC Secretariat member, as Procurement staff and as government personnel/employee such as:

- 1) Good Governance and Corporate Social Responsibility to be conducted by POAP**
- 2) Supply and Property Management System to be conducted by COA**
- 3) PhilGEPS Training**
- 4) Gender Sensitivity Trainers training**

Result:

- Scheduled to attend the seminar/training on Supply and Property Management System on September 4-7, 2018.**
- The Administrative Scholarship Committee disapproved the recommendation to attend the trainings to be conducted by POAP.**
- Scheduled to attend training to be conducted by PhilGEPS on July 30-31, 2018.**
- Scheduled to attend the GAD trainers training on July 9-10, 2018.**

Date: _____ Target Date: _____

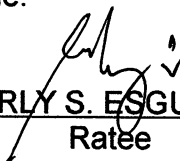
Next Step:

Outcome: Not attended yet the recommended seminar/trainings/workshops.

Final Step/Recommendation:

Recommend to attend training on the update of R.A. 9184 and other training/ seminar/ workshop relative to procurement.

Conforme:


ERLY S. ESGUERRA
Ratee


ALICIA M. FLORES
Unit Head