



Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

Name of Administrative Staff: **Lester G. Layola**

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	4.73	30%	1.42
TOTAL NUMERICAL RATING			4.79

TOTAL NUMERICAL RATING: 4.79

Add: Additional Approved Points, if any: 0.00

TOTAL NUMERICAL RATING: 4.79

FINAL NUMERICAL RATING 4.79

ADJECTIVAL RATING: Outstanding

Prepared by:

LESTER G. LAYOLA  
Name of Staff

Reviewed by:

JESSAMINE C. ECLEO  
Department/Office Head

Recommending Approval:

RYSAN C. GUINOCOR  
Dean/Director

Approved:

ELWIN JAY V. YU  
Vice President



## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LESTER G. LAYOLA, of the Procurement Office 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 2024.

Approved:

JESSAMINE C. EGLEO 7/17/24  
Head

[illegible]

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

Evaluated & Rated by:

Recommending Approval:

Approved by:

JESSAMINE C. ECLEO  
Head

RYSAN C. GUINOCOR  
Director, ODAS

ELWIN JAY V. YU  
VP, Admin. & Finance

Date: 7/17/24

Date: 7-22-24

Date: 7/23/24

Comments & Recommendations for Development Purpose:

*Can be relied upon urgent tasks assigned to.*



"Exhibit G"

**PERFORMANCE MONITORING & COACHING JOURNAL**

	1st	Q U A R T E R
	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Office: Procurement Office

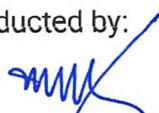
Head of Office: Jessamine C. Ecleo

Number of Personnel: 13


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		Meet with concerned staff to discuss monthly accomplishments to be used for ManCom meetings conducted by ODAS as well as ISO-related concerns			Conducted monthly
Coaching	Coach the concerned staff with regard to processing of procurement documents				As the need arises

*Note: Please indicate the date in the appropriate box when the monitoring was conducted.*

Conducted by:

  
JESSAMINE C. ECLEO  
Immediate Supervisor

Noted by:

  
RYSAN C. GUINOCOR  
Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Lester G. Layola

Performance Rating: January - June 2024

Aim: Effective and efficient delivery of procurement services

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date: June 2024

First Step:

Recommend to attend forums and/or refresher course on government  
procurement

Result:

Updated and knowledgeable on procurement policies and procedures  
especially with the updates on the 2016 Revised IRR of RA 9184

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

Next Step:


Recommend to attend the COA training on the Laws and Rules on Government  
Expenditures (LARGE)

Outcome: Improved work performance

Final Step/Recommendation:

To be given the higher ROSSS position of the office suited to his qualifications.

Prepared by:

  
JESSAMINE C. ECLEO  
Unit Head

Conforme:

  
LESTER G. LAYOLA

Name of Ratee Faculty/Staff



**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January – June 2024

Name of Staff: Lester G. Layola 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 ( <i>both for subordinates and supervisors</i> )		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 N/A	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	(5)	4	3	2	1




**PROCUREMENT OFFICE**

Visayas State University, Visca, Baybay City, Leyte  
Email: [procurement@vsu.edu.ph](mailto:procurement@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1093



the assignment is not related to his position but critical towards the attainment of the functions of the university					
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	4.73 52				
<b>B. Leadership &amp; Management</b> ( <i>For supervisors only to be rated by higher supervisor</i> )	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	4.73				
Overall recommendation:	Can be relied upon urgent tasks assigned to.				

  
**JESSAMINE C. ECLEO**  
 Immediate Supervisor