



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 NU	MERICAL RATING	4.79

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

4.79

0.00

4.79

4.79

**Outstanding** 

Prepared by:

Reviewed by:

Name of Staff

Department/Office Head

Recommending Approval:

RYSAN C. GUINOCOR

Dean/Director

Approved:

Vice President



Phone: +63 53 565 0600 Local 1093

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>LESTER G. LAYOLA</u>, of the <u>Procurement Office</u> commits to deliver and agree to the rated on the attainment of the following targets in accordance with the indicated measures for the period <u>January</u> to <u>June 2024</u>.

Approved:

JESSAMINE C. EGLEO 7/17

Head

		- 1 4	Acompli	Acomplishments		plishments Percent		Rating			Remarks
MFOs & PAPs	Success Indicators	Tasks Assigned	Target	Actual	Accomplishment	$Q^1$	E <sup>2</sup>	T <sup>3</sup>	T <sup>3</sup> A <sup>4</sup> Remark		
OVPAF STO 1: ISO 9001	:2015 Aligned Documents						-		,		
aligned documens and	A1. Clients served rated the services received at least very satisfactory	T1. Rating from clients on preparation & monitoring of payment/vouchers	Very satisfactory	Very satisfactory	100%	5	4	4	4.33		
compliant processes	Satisfactory										
		T2. Number of procurement process implemented according to QPs	4	4	100%	5	5	5	5.00		
OVPAF STO 3: ARTA ali	gned compliance and reporting						,				
<u>PI 1</u> : ARTA aligned frontline services	A1. ARTA aligned frontline services	<u>T1</u> .: Number of complaints from clients in relation to efficient and customer friendly services	0 complaint	0 complaint	100%	5	5	5	5.00		
OVPAF GASS 1: Admin	istrative and Support Services	Management			}	9 11					
PI 1: Administrative and Support Services	A1: Administrative and Support Services	T1: Number of university committees/association involvement	1	1	100%	5	5	5	5.00	AdPA	
		T2. Percentage of CARs received and acted (if any)	100% of CAR acted	0 CAR	100%	5	5	5	5.00	1 1	
OVPAF MFO 6: PROCUE	REMENT SERVICES				4						
ODAS GASS 3: Procurer	ment Services				//		144				
<u>PI 1</u> . Procurement Services	A1. Procurement Planning & Management Services	T1. Number of suppliers/contractors/consultants' registry updated annually	1 registry	1 registry	100%	4	5	5	4.67		
	A2. Support Services to the BAC	T1. Number of BAC-related documents served and retrieved from bidders (NOA, Contract, NTP, PO, etc.)	400	520	100+%	5	5	4	4.67	487 PO, 33 (NOA, Contract, NTP)	
		T2. Number of Request for Quotations (RFQs) prepared/generated	1,000	1,479	100+%	5	5	5	5.00		
		T3. Number of Request for Quotations (RFQs) served and retrieved to and from bidders	800	1,200	100+%	5	4	4	4.33		
		T4. Number of cargo hauled to and from the Baybay Port	20	21	100+%	5	5	5	5.00		
		T5. Percentage of the total amount of the Indicative APP 2024 undertaken early procurement	50%	65.75%	100%	5	5	5	5.00		
Total Overall Rating	'a land				4/1				53.00		

10			
Average Rating (Total Over-all ratin	g devided by # of entries)		4.82
Additional Points:		- 1	<u> </u>
Punctuality			-
Approved Additional points (wit	h copy of approval)		
FINAL RATING			4.82
ADJECTIVAL RATING			Outstanding
Evaluated & Rated by/	Recommending Approval:	Approved by:	
SMAAA /	$\mathcal{N}$		

Date: 7/17/24

RYSAN C. GUINOCOR Director, ODAS

Date: 7-22-24

ELWIN JAY V. YU
VP, Admin. & Finance

7/23/24

Comments & Recommendations for Development Purpose:

Can be relied upon urgant tasks assigned to.

## "Exhibit G"

### PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Procurement Office

Head of Office: Jessamine C. Ecleo

Number of Personnel: 13

A adjustant		MECHANISM					
Activity	Meeting		Memo	Others (Pls.	Remarks		
Monitoring	One-on-One	Group	MEITIO	specify)			
Monitoring		Meet with concerned staff to discuss monthly accomplishment s 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: <u>Lester G. Layola</u> Performance Rating: <u>January - June 2024</u>
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. PCLEO  Unit Head
Conforme:  LESTER G. LAYOLA  Name of Ratee Faculty/Staff





#### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>January – June 2024</u>

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.

		ole your runing.				
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. C	Commitment (both for subordinates and supervisors)		S	cal	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 N	4 /A	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	(3)	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

Website: 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
1-1.	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		-	4.7	3	52
	eadership & Management (For supervisors only to be rated by higher supervisor)		5	Scal	e e	1
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			

JESSAMINE C. ECLEO Immediate Supervisor