COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

TEOFILO C. GOFREDO

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2 X 3)
1. Numircal Rating per IPCR	4.79	0.70	3.35
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	0.30	1.45
	TOTAL NUMER	RICAL RATING	4.80

4.80

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.80

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

TEOFILONC. GOFREDO

Name of Staff

Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL

Vice President for Admin. & Finance

Approved:

REMBERTO A. PATINDOL

Vice President for Admin. & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Teofilo C. Gofredo**, of the Procrement 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**.

TEOFILO E. GOFREDO

Ratee

ALICIA M. FLORES

Head - SPPMO

MFO/PAPS	Program/Activities Undertaken	Task Assigned	1	nplishment June 2018		Ra	ting		B
		14500 450	Target	Actual	Q¹	E ²	T ³	A ⁴	Remarks
D 6: General Adminis	trative and Support Services					-1	-L		
OVPAF MFO 6: Procureme	nt Services								
SPPMO MFO1: Administra	tive and Support Services								
<u>PI 1:</u> 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 3: Involvement and	A.1: BAC related activities and	T 1: Binding of bidding documents	10	20	5	5	5	5.00	
	douments preparation as Member, BAC Secretariat	T 2: . Preparation of Purchase Orders and other supporting BAC documents	100	129	5	5	4	4.67	
		T 3: Attendace to meetings, Conferences and Public biddings.	20	50	5	5	5	5.00	
PSMO MFO 6.2: Procureme	ent Process Management								
Procurement documents peparation and processing	A.1: Number of vouchers and other supporting documents prepared and processed	T 1: Prepares vouchers and other supporting documents payable to suppliers	400	501	5	5	4	4.67	
	A.2: Number of Purchase Orders of procurement thru Public Bidding prepared and processed	T 2: Prepares Purchase Orders of procurement thru public bidding, repeat order and those	100	129	5	5	4	4.67	
	A.3: Number of RFQ's prepared for items declared as failed for 2 times during public bidding	T 3: Prepares RFQ for items declared as failed for 2 times during public bidding and recommended by the BAC for Negotiated Procurement	10	30	5	5	4	4.67	en e

MFO/PAPS	Program/Activities Undertaken	Accomplishment Task Assigned January to June 2018					Remarks		
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
UMFO 6: General Adminis	trative and Support Services						•		<u> </u>
OVPAF MFO 6: Procureme	nt Services								
	A.4: Number of transmittal from Cebu picked up at Baybay Port	6. Pick up transmittal from Cebu at Baybay Port	5	10	5	5	5	5.00	
PSMO MFO 6.3: Procurem	ent Monitoring Management								
Pl 2: Procurement aments peparation, processing and	A.1: Number of deliveries of S/M/E procured thru public bidding monitored and followed up.	T 1: Monitor deliveries and follow up payments of S/M/E procured thru public bidding	100	120	5	5	4	4.67	
monitoring	A.2: Number of Procurement Monitoring Report prepared	T 2: Prepares Procurement Monitoring Report (PMR)	1	1	5	5	4	4.67	
	A.3: Number of PO's with incomplete/lacking delivery monitored	T 3: Monitoring of PO's with incomplete/lacking delivery	22	30	5	5	4	4.67	
Total Over-all Rating					†			52.67	
Average Rating									
Average Rating (Total O	ver-all rating divided by 11)			4.79	1	Commer	its & Rec	ommenda	ations for
Additional Points:					1	Develop	ment Pui	poses: k	ecommended
Punctuality					1	to attend	frauning	is on the	update of
ຼ^ງproved Additional	points (with copy of approval)				1	RA 9184	and of	hun train	ing Seminal
FA. L RATING					1	Mati	ive to 1)vo ame	ecommunded update of ling Seminal new!
ADJECTIVAL RATING					1] `	V		•

Evaluated and Rated by:

ALICIA M. FLORES

Head, SPPMO

vate:___

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

Recommending Approval:

REMBERTO A PATINDOL

VP for Admin and Finance

Approved by:

REMBERTO A. PATINDOL

VP for Admin and Finance

				A CONTRACTOR OF THE PARTY OF TH	and the second of the second s	efficients engineer promotestiques of the Art Most on the	and design is the extraction of the extraction of the contraction of the end	en energen i den en en sælen at egeldens en met en met en krælende en en mengels. Hendelske eller en mykstylve bleve bleve e	Companies in outside one employments of the Commission of the
					行うなどの意味をおからない。				
			15 C. J.		The second secon		· 《 · · · · · · · · · · · · · · · · · ·	(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	
			N.	f of	in Contract	1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-		The state of the s	And the second s
	and the second s	The same among the same of the same	Autoria commercial francia commercial commercial francia commercial commercia	And the state of the sequence of the second	e de marche e la companya de la comp	The symbol was a second or		ALC & Casaru Various status et a Sastrata estatus	
The same of the management of the same of	The state of the s	the commence of the second sec	and a complete state of the sta	The second secon	er om diedemon omerskander er open er er om	entificação de la companya de la com		- Address Address - Addr	CONTRACTOR STREET, STR
The state of the s					# 4 (2)		Solves as the control members as solves as sol	ness (golden sections and constraint	
Creation and the contract of t	and the same of th	The second secon			the Annual Company of the Company of			TANDERS OF THE STANDARD STANDA	
- And the state of	and the state of t	The state of the s		<i>E</i> :2	130 0		Charles as how the same of the notice of the control of the contro	3\rd\23o estrayitatiin iladenuMissa. gathlad offiliar unit ben umari jaoli. inu beevalot ana benofiloarii.	Processes and
	3.5		All Mills	The state of the s	day			and the second s	\$ 0 M
		zi.	7.1	PJ.	Ç.i	And the latter of the	TO CONTROL SANDONAS DELLAS A	TOTO WELLEY SECTION (TOTO THE SECTION OF THE SECTIO	
And the state of t	10.62		Continue design to the state of		Application of the control of the co	and the second s			0.00 00 00 00 00 00 00 00 00 00 00 00 00
The state of the s	The second of th	St. Control of the state of	Company of the compan	**************************************		And the second s	STOCKHOLOGICAL SELECTION OF THE CONTRACT OF THE SELECTION	The second of th	Commence of the control of the contr
		no de la como		o, emisi≛	to any explanation of the control of	er efter over getrotte er og e menneskipen everterrengen er til		The second secon	
	18 19 Jan	Shindle best of				a construction of the cons			
	The state of the s	4		***************************************				(Teverales to energy and a security of especially	18 19 19 19 19 19 19 19 19 19 19 19 19 19
		al dansaged			en e	and the second of the second o		And the second s	
region de la formació los estados en la calcada de la c La calcada de la calcada d	See of Continue of the Continu	Miller Company and the American Section of the Sect	Here and the first of the control of the state of the sta		in the second consistency of the second seco	- Applications of the section of the	Andrew Statement of the Comment of t	er types op een met open met open op met de toer op de trous de teen de commente op de de de trous de trous de O	The second of th
		T	Concord No.				Recommending Approved		Manager of the Land Age of the
	N.	11.00							
	3000								
	SEC. OF	\$10.5 \$12.5 \$12.5 \$12.5 \$12.5 \$13.5	coronal has nimphod 37			•	CARCO		

Springer to the state of the things of

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY TO JUNE 2018**

Name of Staff: TEOFILO C. GOFREDO 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

Α. (Commitment (both for subordinates and supervisors)		S	cal	3	
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)	у		S	cal	е	
Demonstrates mastery and expertise in all areas of work to gar respect and confidence from subordinates and that of higher sup		5	4	3	2	1
Visionary and creative to draw strategic and specific plans and ta the office/department aligned to that of the overall plans of the unit		5	4	3	2	1
 Innovates for the purpose of improving efficiency and effectivenes operational processes and functions of the department/office fo satisfaction of clients. 		5	4	3	2	1
Accepts accountability for the overall performance and in delive output required of his/her unit.	ering the	5	4	3	2	1
 Demonstrates, teaches, monitors, coaches and motivates subo for their improved efficiency and effectiveness in accomplishi assigned tasks needed for the attainment of the calibrated target unit 	ng their	5	4	3	2	1
Tot	al Score	5	3		L	L
Averag	e Score	4	ZK	9		

Overall recommendation	:	

ALICIA M. FLORES
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name	of Employee:	TEOFILO C. GOFREDO		Signature:
Perfor	mance Rating:	January to June 2018		
Aim:	Effective and	efficient delivery of adminis	trative services	
Propo	sed Intervention	ons to Improve Performance:		
Date:	<u>January</u>	Target Date:	June 30, 2018	
First S	Step:			
		ttend Seminar-Workshop ap and as government personne	-	etariat member, as
1.) 2.)		Flexibility to be conducted by Property Management Syste		COA
Result	t:			
	attend the t	istrative Scholarship Commitrainings to be conducted by	POAP.	
		to attend the seminar/train September 4-7, 2018.	ing on Supply and P	roperty Management
Date:		Target Date:		
Next S	Step:			
Outco	me: Not atter	nded yet the recommended sem	ninar/trainings/worksho	ps.
Final	Step/Recomme	endation:		
		end training on the update to procurement.	of R.A. 9184 and oth	ner training/ seminar/
Confo	orme:		ALICIA M. I	FLORES
	TEOF/LO C	GØFREDO	Unit F	1ead