



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **JESSAMINE C. ECLEO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.87	70%	3.41
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
TOTAL NUMERICAL RATING			4.91

TOTAL NUMERICAL RATING: 4.91

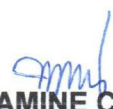
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.91

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


JESSAMINE C. ECLEO
Name of Staff

Recommending Approval:

LOURDES B. CANO
Director, ODAS

Approved:


REMBERTO A. PATINDOL
Vice President for Administration and
Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JESSAMINE C. ECLEO, of the Office of the Vice President for Administration & Finance 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 2020.

JESSAMINE C. ECLEO

Ratee

Approved:

REMBERTO A. PATINDOL

Head of Unit

MFOs & PAPs	Success Indicators	Tasks Assigned	Acomplishments		Percent Accomplishment	Rating				Remarks
			Target	Actual		Q ¹	E ²	T ³	A ⁴	
UMFO 5. General Administration and Support Services										
PI 1: Efficient Office Management	A1. Office Related Tasks	T1. Percentage of administrative, financial & BAC-related documents needed to be posted at Transparency Seal posted & updated on time	100% posted & updated	100%	100.0%	5	5	4	4.67	
		T2. Percentage of user-related and database-related concerns & requests on Financial Management System attended to and facilitated	100% attended & facilitated	100%	100.0%	4	5	4	4.33	
		T3. Percentage of requests on OSBP/URS encoding or printing attended & facilitated	100% attended & facilitated	100%	100.0%	5	5	5	5.00	
		T3. Percentage of Globe account related concerns and payments attended to and facilitated	100% attended & facilitated	100%	100.0%	5	4	5	4.67	
		T4. Percentage of ISO-related tasks facilitated	100%	90%	90.0%	4	4	3	3.67	
PI 3. Involvement in major university committee	A1. Bids and Awards Committee Involvement as Secretariat	T1. No. of Quarterly Reports on Publicized Projects reviewed for submission to COA	2	2	100.0%	5	5	5	5.00	report on bidding with data on project contracts, duration, & status
		T2. No. of Agency Procurement Compliance & Performance Indicator (APCPI) Report reviewed and submitted to GPPB on time	1	1	100.0%	5	5	5	5.00	annual report on all procurement conducted (Bidding & Alternative Modes)
		T3. Percentage of BAC-related communications drafted	100%	100%	100.0%	5	5	5	5.00	
		T4. No. of Invitation to Bid/Bid Notices reviewed & finalized for printing & posting	20	30	150.0%	5	5	5	5.00	

MFOs & PAPs	Success Indicators	Tasks Assigned	Acomplishments		Percent Accomplishment	Rating				Remarks
			Target	Actual		Q ¹	E ²	T ³	A ⁴	
		<u>T5.</u> No. of draft Bidding Documents reviewed and finalized for printing & posting	20	25	125.0%	5	5	5	5.00	
		<u>T6.</u> No. of draft Bid Bulletins reviewed and finalized for printing & posting	20	25	125.0%	5	5	5	5.00	
		<u>T7.</u> No. of BAC resolutions drafted, finalized & printed for approval	20	25	125.0%	5	5	5	5.00	
		<u>T8.</u> No. of BAC meetings attended	60	75	125.0%	5	5	5	5.00	
		<u>T9.</u> Percentage of queries from suppliers/contractors/end-users attended	1% complaint	0% complaint	100.0%	5	5	5	5.00	
	<u>A2.</u> Investigation Committee as Secretary	<u>T1.</u> No. of meetings arranged	2	2	100.0%	5	5	5	5.00	
		<u>T2.</u> No. of investigation report drafted and printed for approval	1	1	100.0%	5	5	5	5.00	
	<u>A3.</u> Disposal Committee Involvement as Secretariat	<u>T1.</u> No. of meetings arranged	3	3	100.0%	5	5	5	5.00	
		<u>T2.</u> No. of Bid Notices prepared & issued	2	2	100.0%	5	5	5	5.00	
		<u>T3.</u> No. of Abstract of Proposals prepared & printed	2	2	100.0%	5	5	5	5.00	
		<u>T4.</u> No. of resolutions drafted, finalized & printed for approval	2	4	200.0%	5	5	5	5.00	
		<u>T4.</u> No. of Notice of Award prepared & issued to scrap buvers	5	7	140.0%	5	5	5	5.00	
Total Overall Rating								102.33		
Average Rating (Total Over-all rating devided by # of entries)		4.87			Comments & Recommendations for Development Purpose:					
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING		4.87								
ADJECTIVAL RATING		OUTSTANDING								

Evaluated & Rated by:



REMBERTO A. PATINDOL
Immediate Supervisor

Date: _____

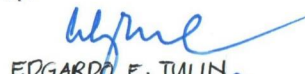
Recommending Approval:



REMBERTO A. PATINDOL
VP, Admin. & Finance

Date: _____

Approved by:



EDGARDO E. TULIN
President

Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2020

Name of Staff: **JESSAMINE C. ECLEO**

Position: **INFORMATION SYSTEMS ANALYST I**

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		60				

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 : _____


REMBERTO A. PATINDOL
 Vice President for Administration & Finance

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JESSAMINE C. ECLEO

Performance Rating: JANUARY – JUNE 2020

Aim: Effective and efficient delivery of administrative and financial services

Proposed Interventions to Improve Performance:

Date: January 1, 2020

Target Date: June 30, 2020

First Step:

Enhance and develop further her skills and knowledge on administrative and financial services by coaching, mentoring and sending her to related trainings.

Result:

Improved work performance. Not being able to attend to related trainings due to COVID-19 pandemic.

Date: _____ Target Date: _____

Next Step:

Develop her skills on management and supervision by mentoring, coaching and sending her to related trainings.

Outcome: Improved supervisory skills and abilities.


Final Step/Recommendation:

Recommend her to be appointed as head of office.

Prepared by:


REMBERTO A. PATINDOL
Unit Head

Conforme:


JESSAMINE C. ECLEO
Name of Ratee Faculty/Staff