



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.92 | 70% | 3.44 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.92 | 30% | 1.48 |
| TOTAL NUMERICAL RATING | | | 4.92 |

TOTAL NUMERICAL RATING: 4.92

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.92

FINAL NUMERICAL RATING 4.92

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

DOREEN B. ALBA
Name of Staff

Reviewed by:

VIVIAN V. BALBARINO
Immediate Supervisor

Recommending Approval:

ATTY. RYSAN C. GUINOCOR
Director, Administrative Services

Approved:

DR. MOISES NEIL V. SERINO
VP for Admin. & Finance

01/30/25

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Doreen B. Alba**, of the Supply and Property 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 December 2024**.

DOREEN B. ALBA

Ratee

VIVIAN V. BALBARINO

Head - SPM


| UGASS5: SUPPORT TO OPERATIONS | | | | | | | | | |
|--|--|--|--|--|----------------|----------------|----------------|----------------|---------|
| VPAF STO 1: ISO aligned management documents | | | | | | | | | |
| AS STO 1: ISO 9001:2015 aligned documents and compliant processes | | | | | | | | | |
| AS GASS: Supply and Property Management Services | | | | | | | | | |
| MFO/PAPS | Program/Activities Undertaken | Task Assigned | JANUARY to DECEMBER 2024 ACCOMPLISHMENTS | | Rating | | | | Remarks |
| | | | Target | Actual | Q ¹ | E ² | T ³ | A ⁴ | |
| SPM 1: ISO 9001:2015 aligned documents and compliant processes | | | | | | | | | |
| PI 1: Performance rating for Supply and Property management services | A.1: Percentage of clients served and rated the services received at least very satisfactory or higher | T 1: Serves and attends to cleints requests | 95% of clients rated services as very satisfactory or higher | 95% of clients rated services as very satisfactory or higher | 5 | 5 | 5 | 5.00 | |
| PI 4: Reports preparation and submission | A. 1: Number of Reports prepared and submitted to COA, QAC, Accounting, AS, FM and other regulatory bodies | T 1: Prepare and submit reports to different offices and other regulatory bodies | 10 | Accounting - 8 COA - 4 ODAS - 6 Finance - 4 | 5 | 5 | 4 | 4.67 | |
| | A.2: Percentage of ISO documents controlled and monitored | T 2: Prepares various ISO requirement documents | 100% | 100% | 5 | 5 | 5 | 5.00 | |
| | A 3: Percentage of documents properly filed and retrievable | T 3: Maintains record filing | 100% | 100% | 5 | 5 | 5 | 5.00 | |
| SPMO 2: ARTA aligned frontline services | | | | | | | | | |

| MFO/PAPS | Program/Activities Undertaken | Task Assigned | JANUARY to DECEMBER 2024 ACCOMPLISHMENTS | | Rating | | | | Remarks |
|--|---|--|---|--|----------------|----------------|----------------|----------------|---------|
| | | | Target | Actual | Q ¹ | E ² | T ³ | A ⁴ | |
| PI 9: 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 | |
| AS GASS 1: Administrative and Support Services | | | | | | | | | |
| SPM 1: Administrative and Support Services | | | | | | | | | |
| PI 2: Efficient Office Management and maintenance | A.1: Management and supervision of SPM warehouse for Supplies materials and equipment | T 1: Manages and supervises the over-all operation of SPMO warehouse for supplies, materials and equipment | 100% | 100% | 5 | 5 | 5 | 5.00 | |
| | A.2: No. of meetings with warehousemen conducted | T 2: Conducts office meetings with subordinates (Warehousemen) | 4 | 4 | 5 | 5 | 4 | 4.67 | |
| | A.3 : No. of innovations for effective and efficient services introduced | T 3: Introduces innovations for effective and efficient services on storage and warehousing | 1 | 1 | 5 | 5 | 5 | 5.00 | |
| | A.4: Percentage of ISO documents controlled and monitored as dDRC | T 1: Prepares various office documents | 100% | 100% | 5 | 5 | 5 | 5.00 | |
| | | T 2: Maintains record filing | 100% | 100% | 5 | 5 | 5 | 5.00 | |
| PI 19: Involvement and Coordination of university committees | A.1: Number of CAC activities and documents preparation as member of the Committee | T.1 Prepare documents for CAC | 2 | 2 | 5 | 5 | 4 | 4.67 | |
| | | T.2: Attends meeting and actiivities | 2 | 2 | 5 | 5 | 4 | 4.67 | |
| ODAS GASS 3: Supply & Property Management Services | | | | | | | | | |
| PI 3: Preparation, approval and distribution of PAR/ICS | A.1 : Number of PAR/ICS prepared | T 1: Prepares Property Acknowledgement Receipt and Inventory Custodian Slip | 1,000 | 1,446 | 5 | 5 | 5 | 5.00 | |

| MFO/PAPS | Program/Activities Undertaken | Task Assigned | JANUARY to DECEMBER 2024 ACCOMPLISHMENTS | | Rating | | | | Remarks |
|---|---|---|---|--------|----------------|----------------|----------------|----------------|---------|
| | | | Target | Actual | Q ¹ | E ² | T ³ | A ⁴ | |
| | A.2: Number of Lists of end-users of PAR/ICS for distribution and retrieval prepared and printed | T 2: Prepares lists of end-users of PAR/ICS for distribution and facilitate the retrieval of all distributed documents | 1,000 | 1,634 | 5 | 5 | 5 | 5.00 | |
| | A.3: Number of retrieved PAR/ICS segregated and filed in the employees individual folder | T 3: Segregates and files the approved PAR/ICS to the individual folder. | 1,000 | 1,465 | 5 | 5 | 5 | 5.00 | |
| PI 8: Property documents preparation, processing and monitoring | A.1: Number of Property Cards monitored and updated | T 1: Monitors and updates Property card | 150 | 175 | 5 | 5 | 5 | 5.00 | |
| | A.2: Number of PAR/ICS filed and monitored | T 2: Files and monitors PAR/ICS | 1,000 | 1,209 | 5 | 5 | 5 | 5.00 | |
| Average Rating | | | | | 85 | 85 | 81 | 83.67 | |


| | | | |
|---|--|--|-------------|
| Average Rating (Total Over-all rating divided by 17) | | | 4.92 |
| Additional Points: | | | |
| Punctuality | | | |
| Approved Additional points (with copy of approval) | | | |
| FINAL RATING | | | |
| ADJECTIVAL RATING | | | |

Evaluated and Rated by:


VIVIAN V. BALBARNO
 Head, SPM


Date: 1/27/25

Recommending Approval:


ATTY. RYSAN C. GUINOCOR
 Director, AS

Date: 1/27/25

Approved by:


DR. MOISES NEIL V. SERINO
 VP for Admin and Finance
 Date: 01/30/25

Comments & Recommendations for Development Purposes:

Recommended to attend seminars/trainings/workshops related to Supply and Property Management

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

PERFORMANCE MONITORING & COACHING JOURNAL

| | | |
|--|-----|---------------------------------|
| | 1st | Q U A R T E R |
| | 2nd | |
| | 3rd | |
| | 4th | |

Name of Office: **SUPPLY AND PROPERTY OFFICE**

Head of Office: **VIVIAN V. BALBARINO**

Number of Personnel: **14**

| Activity Monitoring/ Coaching | MECHANISM | | | | REMARKS |
|-------------------------------------|------------|--|----------------------|----------------------------|--|
| | Meeting | | Memo | Others (Pls. specify | |
| | One-on One | Group | | | |
| Monitoring | | Meeting with Staff January 25, 2024 | Notice of Meeting | | *Review of the quality procedure PM-SUP-03 *Presentation of work flow/process *Schedule of physical inventory of the year 2024 |
| | | Monthly Meeting February 6, 2024 | Notice of Meeting | | Preparation for ISO External Audit |
| | | Monthly Meeting September 23, 2024 | Notice of Meeting | | *Preparation for the 6 th Internal ISO Audit *5's Awareness *Citizens Charter Review |

| | | | | | |
|----------|---|--|-------------------|--|--|
| Coaching | Staff in charge in the receiving of deliveries from suppliers and IAR in-charge, March 22, 2024 | | | | *Inspection and acceptance report matter *Warehouse 1 problem |
| | Staff Concerned April 8, 2024 | | Notice of Meeting | | *To enhance the existing workflow |
| | Staff Concerned May 21, 2024 | | Notice of Meeting | | *Review of Duties and Responsibilities |
| | Staff Concerned June 20, 2024 | | Notice of Meeting | | *Renewal of Job Order *Warehouse 1 problems |
| | Staff Concerned November 29, 2024 | | Notice of Meeting | | *Status of all delivered items for payment *Christmas Party |

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

Conducted by:

Noted by:


VIVIAN V. BALBARINO
 Head, SPM


ATTY. RYSAN C. GUINOCOR
 Director, Administrative Services

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **DOREEN B. ALBA**

Performance Rating: **JANUARY - DECEMBER 2024**

Aim: **Effective and efficient delivery of Supply and Property Management Services**

Proposed Interventions to Improve Performance:

Date: **JANUARY 1, 2024**

Target Date: **DECEMBER 31, 2024**

First Step:

Recommended to attend Seminar-Workshop applicable to Supply and Property Management such as:

1. Digital Transformation in the Government: "Navigating to the New Frontier"
2. "Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO)"
3. Financial Transactions Forum
4. From Policy to Practice: EODB, DPA of 2012, and PIA Reorientation for Visayas State University (VSU) Personnel
5. Seminar Workshop on Basic Records and Archives Management (BRAM)
6. Public Financial Management Workshop 2024 (In-House)
7. Basic Course Training on the RA 9184 and its Revised Implementing Rules and Regulation Act of 2016

Result:

1. Approved recommendation to attend the Training/Seminars conducted by GFMIC, INC. On the Digital Transformation in the Government: "Navigating to the New Frontier".
2. Approved recommendation to attend the Training/Seminars conducted by Visayas State University on the "Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO)"
3. Approved recommendation to attend the Training/Seminars conducted by Visayas State University on the Financial Transactions Forum.
4. Approved recommendation to attend the seminar on From Policy to Practice: EODB, DPA of 2012, and PIA Reorientation for Visayas State University (VSU) Personnel
8. Approved recommendation to attend the seminar Workshop on Basic Records and Archives Management (BRAM)
9. Approved recommendation to attend the seminar Public Financial Management Workshop 2024 (In-House)
10. Approved recommendation to attend the seminar Basic Course Training on the RA 9184 and its Revised Implementing Rules and Regulation Act of 2016.

Date: **January 1, 2024**

Target Date: **December 31, 2024**


Next Step:

Outcome: Attended the recommended seminar/training/workshops.

Final Step/Recommendation:

1. Recommended to attend on Updates on the Disposal of unserviceable properties and Supply Management System Training.
2. Recommended to attend the Seminar on the One-Time Cleansing of PPE's.

Prepared by:


VIVIAN V. BALBARINO
Unit Head

Conforme:


DOREEN B. ALBA
Name of Ratee



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to December 2024

Name of Staff: **DOREEN B. ALBA**

Position: Administrative Aide VI

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 | 59 | | | | |
| 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 | 59 | | | | |
| Average Score | 4.92 | | | | |
| Overall recommendation | : | | | | |


VIVIAN V. BALBARINO
 Head, SPO