

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **Jay-R R. Oabel**, of the Procurement Unit, Division of Administrative commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of **July 01 to October 16, 2022**.

JAY-R R. OABEL

Ratee

Date:

02/20/2023

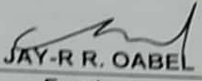
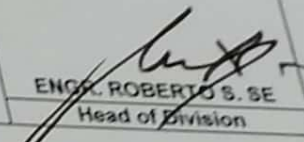
Reviewed by:	Date:	Aproved by:	Date
ENGR. ROBERTO S. SE Immediate Supervisor		ENGR. ROBERTO S. SE Head of Division	

Output	Success Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
			Q	E	T	A	
Core Function:							
Output 1 Reviews and finalizes Procurement documents such as Contracts, Purchase Orders, Purchase Requests, Notice of Award and Notice to Proceed	100% Reviews and finalizes Procurement documents such as Contracts, Purchase Orders, Purchase Requests, Notice of Award and Notice to Proceed according to standards 1-2 days before the deadline	98% Reviewed and finalized Procurement documents such as Contracts, Purchase Orders, Purchase Requests, Notice of Award and Notice to Proceed according to standards 1-2 days before the deadline	5	4	5	4.7	
Output 2 Schedules the whole procurement process for every project of the Agency	100% Schedules the whole procurement process for every project of the Agency according to standards within the set deadline	100% Scheduled the whole procurement process for every project of the Agency according to standards within the set deadline	5	5	5	5.0	
Output 3 Reviews the documents related to procurement activities to be submitted with different Government Agencies	100% Reviews the documents related to procurement activities to be submitted with different Government Agencies according to standards 1-2 days before the deadline	99% Reviewed the documents related to procurement activities to be submitted with different Government Agencies according to standards 1-2 days before the deadline	5	4	5	4.7	

Output 4 Reviews and finalizes the documents needed for Shopping, Small Value Procurements and other Alternative Methods of Procurement	100% Reviews and finalizes the documents needed for Shopping, Small Value Procurements and other Alternative Methods of Procurement according to standards based on planned schedules and deadlines	98% Reviewed and finalized the documents needed for Shopping, Small Value Procurements and other Alternative Methods of Procurement according to standards based on planned schedules and deadlines	5	4	5	4.7	
Output 5 Reviews and finalizes the documents for posting such as Bid Documents and Bid Bulletin	100% Reviews and finalizes the documents for posting such as Bid Documents and Bid Bulletin according to standards 1-2 days before the deadline	98% Reviewed and finalized the documents for posting such as Bid Documents and Bid Bulletin according to standards 1-2 days before the deadline	5	4	5	4.7	
Output 6 Reviews and finalizes Notice of Meeting for the concerns/agendas of BAC	100% Reviews and finalizes Notice of Meeting for the concerns/agendas of BAC according to standards 1-2 days before the deadline	99% Reviewed and finalized Notice of Meeting for the concerns/agendas of BAC according to standards 1-2 days before the deadline	5	4	5	4.7	
Output 7 Reviews and finalizes Minutes of the BAC meetings	100% Reviews and finalizes Minutes of the BAC meetings according to standards 1-2 days before the deadline	96% Reviewed and finalized Minutes of the BAC meetings according to standards within the deadline	5	4	4	4.3	
Output 8 Verifies if the running balances concerning the Annual Procurement Plan were accurate	100% Verifies if the running balances concerning the Annual Procurement Plan were accurate according to standards based on planned schedules	100% Verified if the running balances concerning the Annual Procurement Plan were accurate according to standards based on planned schedules	5	5	5	5.0	
Output 9 Reviews and finalizes BAC Resolutions and Memorandum needed in the procurement process	100% Reviews and finalizes BAC Resolutions and Memorandum needed in the procurement process according to standards 1-2 days before the deadline	98% Reviewed and finalized BAC Resolutions and Memorandum needed in the procurement process according to standards 1-2 days before the deadline	5	4	5	4.7	

Output 10 Prepares correspondences necessary for submission to Government Agencies	100% Prepares correspondences necessary for submission to Government Agencies according to standards based on planned schedules and deadlines	99% Prepared correspondences necessary for submission to Government Agencies according to standards based on planned schedules and deadlines	5	4	5	4.7	
Output 11 Prepares and evaluates amended contracts and extension of contracts	100% Prepares and evaluates amended contracts and extension of contracts according to standards 1-2 days before the deadline	99% Prepared and evaluated amended contracts and extension of contracts according to standards 1-2 days before the deadline	5	4	5	4.7	
Output 12 Researches related laws and issuances related to procurement process	100% Researches related laws and issuances related to procurement process according to standards based on planned schedules	98% Researched related laws and issuances related to procurement process according to standards based on planned schedules	5	4	5	4.7	
Support Function:							
Output 1 Attends meetings in connection with the assigned tasks	100% Attends meetings in connection with the assigned tasks according to standards based on planned schedules	100% Attended meetings in connection with the assigned tasks according to standards based on planned schedules	5	5	5	5.0	
Output 2 Attends meetings and renders assistance to BAC from pre-procurement conference to recommendation for award	100% Attends meetings and renders assistance to BAC from pre-procurement conference to recommendation for award according to standards based on planned schedules and deadlines	99% Attended meetings and rendered assistance to BAC from pre-procurement conference to recommendation for award according to standards based on planned schedules and deadlines	5	4	5	4.7	
Output 3 Performs other related functions	100% Performs other related functions according to standards based on planned schedules and deadlines	98% Performed other related functions according to standards based on planned schedules and deadlines	5	4	5	4.7	

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Total Over-all Rating						
Final Average Rating						
Adjectival Rating						
Comments and Recommendations for Development Purposes			75	83	74	79.7
			5	4.2	4.9	4.7
				Very Satisfactory		
Discussed with	Date	Assessed by	Date	Final Ranking by	Date	
 JAY-R R. OABEL Employee	02/20/2023	I certify that I discussed my assessment of the performance with the employee.		 ENGR. ROBERTO S. SE Head of Division		
		ENGR. ROBERTO S. SE				
		Immediate Supervisor				

Legend

Rating

1 - Quality

1 - Poor

2 - Efficiency

2 - Unsatisfactory

3 - Timeliness 4 - Average

3 -

Satisfactory 4 - Very Satisfactory

5 - Outstanding