

Technical Education and Skills Development Authority  
Strategic Performance Management System (SPMS)

**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)**

I, ADELINO R. JUSTO JR., Administrative Officer II of the Procurement Division, commit 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, 2019.

Signature

Date:

Reviewed by:	Date	Approved by:	Date
 <b>MA. GRACIA P. DELA RAMA</b> Chief Administrative Officer, PD-AS Immediate Supervisor		 <b>DIR. PILAR G. DE LEON</b> Director IV, CSA Head of Office	

Output	Success Indicators (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Efficient and effective delivery of quality procurement services and technical support services	Supports the review and evaluation of incoming purchase requests to ensure quality and adequacy of information, specifications and quantities by conducting price monitoring	Conducted price monitoring for each item provided by the end-user in its PR.	5	5	4	4.67	
	Facilitates the encoding and recording of the Purchase Requests (PRs), Purchase Orders (POs) and Job Orders (JOs)	Encoded and recorded the PRs, POs and JOs in the system.	5	5	5	5	
	Assists in the warehouse maintenance and storage of supplies and materials, allocation of supplies and materials, monitoring of stock level, replenishment and distribution of supplies and materials	Assisted in the monitoring of stock cards and distribution of supplies and materials.	5	5	5	5	
	Assists in the performance of periodic inventory undertaking and facilitates physical verification of inventory items	Submitted the summary of inventory undertaken in the physical verification of the inventory items.	4	5	4	4.33	

**ANNEX C**

Output	Success Indicators (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	Provides assistance in the management of the Procurement Division's hardware, software, and networking systems	Assisted in the management of the Procurement Division's hardware, software, and networking systems.	5	4	4	4.33	
		Installed and configured computer systems, diagnosed hardware and software faults and solved technical and application problems encountered by the personnel of the Procurement Division.	5	4	5	4.67	
		Formulated and developed the Procurement Monitoring System (PMS).	5	5	5	5	
	Develop a system that will help the Procurement Division in the monitoring of the regular procurement process and other modes of procurement of said office	Ensured smooth running of the PMS and troubleshoot any system problem/s.	5	4	4	4.33	
	Provides assistance in the preparation of the price derivation relative to the project	Developed formula to be used in counterchecking the price derivation.	5	5	5	5	

Output	Success Indicators (Targets + Measures)	Actual Accomplishments			Rating			Remarks
		Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>			
Timely preparation and submission of reports	Assists in the preparation, maintenance and update of report on PPE inventory and listings of accountable properties of TESDA Central Office employees	Assisted in the preparation of the report on PPE inventory and listings of accountable properties of TESDA Central Office employees	5	4	4	4.33		
	Assists in the consolidation of the Supplemental Annual Procurement Plan	Prepared the consolidated Supplemental Annual Procurement Plan for 2019	5	5	4	4.67		
	Assists in the preparation of the Procurement Monitoring Report (PMR) on a semestral basis for submission to the Government Procurement Policy Board (GPPB)	Prepared the PMR to be submitted to the GPPB within the set deadline	5	4	4	4.33		
Compliance to ISO 9001:2015 Certification	Assists in the implementation of Quality Management System (QMS) within the Procurement Division in compliance with international quality management systems standards	Sustained the implementation of the QMS within the Procurement Division in compliance with international quality management systems standards	5	5	5	5		
Final Average Rating						4.67		
<b>Comments and Recommendations for Development Purposes:</b>								
Discussed with:	Date	Assessed by:	Date	Final Rating by:	Date			
ADELINO R. JUSTO, JR. Administrative Officer II, PD-AS Employee		I certify that I discussed my assessment of the performance with the employee.						
M.A. GRACIA P. DELA RAMA Chief Administrative Officer, PD-AS Supervisor								
Legend:	1 – Quality	2 – Efficiency	3 – Timeliness	4 - Average				

*P. G. De Leon*  
DIR. PILAR G. DE LEON  
Director IV, CSA  
Head of Office

*M. Gracia P. Dela Rama*  
M.A. GRACIA P. DELA RAMA  
Chief Administrative Officer, PD-AS  
Supervisor

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**Strategic Performance Management System (SPMS)**

**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)**

I, ADELINO R. JUSTO JR., Administrative Officer II of the Procurement Division, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period November to December, 2019.

Signature

Date: 2/28/2020

Reviewed by:	Date	Approved by:	Date
 <b>MA. GRACIA P. DELA RAMA</b> Chief Administrative Officer, PD-AS Immediate Supervisor		 <b>ADZHAR A. ALBANI</b> Director IV, Administrative Services Head of Office	

Output	Success Indicators (Targets + Measures)	Actual Accomplishments	Rating	Remarks			
			Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Efficient and effective delivery of quality procurement services and technical support services	Supports the review and evaluation of incoming purchase requests to ensure quality and adequacy of information, specifications and quantities by conducting price monitoring	Conducted price monitoring for each item provided by the end-user in its PR.	4	4	4	4	
	Facilitates the encoding and recording of the Purchase Requests (PRs), Purchase Orders (POs) and Job Orders (JOs)	Encoded and recorded the PRs, POs and JOs in the system.	4	5	5	4.67	
	Assists in the warehouse maintenance and storage of supplies and materials, allocation of supplies and materials, monitoring of stock level, replenishment and distribution of supplies and materials	Assisted in the monitoring of stock cards and distribution of supplies and materials.	5	4	4	4.33	
	Assists in the performance of periodic inventory undertaking and facilitates physical verification of inventory items	Submitted the summary of inventory undertaken in the physical verification of the inventory items.	4	4	4	4	

Output	Success Indicators (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
		Assisted in the management of the Procurement Division's hardware, software, and networking systems.	4	5	4	4.33	
	Provides assistance in the management of the Procurement Division's hardware, software, and networking systems	Installed and configured computer systems, diagnosed hardware and software faults and solved technical and application problems encountered by the personnel of the Procurement Division.	4	4	4	4	
Final Average Rating			4.22.				
<b>Comments and Recommendations for Development Purposes:</b>							
Discussed with:	Date	Assessed by:	Date	Final Rating by:		Date	
		I certify that I discussed my assessment of the performance with the employee.					
ADELINO R. JUSTO, JR. Administrative Officer II, PD-AS Employee		 MA. GRACIA P. DELA RAMA Chief Administrative Officer, PD-AS Supervisor		 ADZHAR A. ALBANI Director IV, Administrative Services			

Legend:  
 1 - Quality      2 - Efficiency      3 - Timeliness      4 - Average

**Technical Education and Skills Development Authority  
Strategic Performance Management System (SPMS)**

**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)**

I, ADELINO R. JUSTO JR., Administrative Officer III of the Procurement Division, commit 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, 2020.

Signature

Date: July 1, 2020

Reviewed by:	Date	Approved by:	Date
 <b>MA. GRACIA P. DELA RAMA</b> Chief Administrative Officer, PD-AS <b>Immediate Supervisor</b>		 <b>ADZHAR A. ALBANI</b> Director IV, Director, CSA <b>Head of Office</b>	

Output	Success Indicators (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Efficient and effective delivery of quality procurement services and technical support services	Supports the review and evaluation of incoming purchase requests to ensure quality and adequacy of information, specifications and quantities by conducting price monitoring	Processed all Purchase Request by the end of June 2020, and ensure the adequacy of information and specifications of every line items within the requests	5	4	4	4.33	
	Facilitates the encoding and recording of the Purchase Requests (PRs), Purchase Orders (POs) and Job Orders (JOs)	Recorded 214 Purchase Requests, 240 Purchase Orders, and 49 Job Orders in the procurement monitoring report	5	4	5	4.67	
	Facilitate flight bookings of TESDA Central office personnel	Booked all Booking Requests of Central Office Personnel	5	4	4	4.33	
	Facilitate PHILGEPS posting of different mode of procurement	Posted all the Purchase Requests to PHILGEPS	5	4	5	4.67	

## ANNEX C

Output	Success Indicators (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	Provides assistance in the management of the Procurement Division's hardware, software, and networking systems	Installed and configured computer systems, diagnosed hardware and software faults and solved technical and application problems encountered by the personnel of the Procurement Division.	4	4	4	4	
<b>Final Average Rating</b>			<b>4.4</b>				
<b>Comments and Recommendations for Development Purposes:</b>							
Discussed with:		Date	Assessed by:		Date	Final Rating by:	
 ADELINO R. JUSTO, JR. Administrative Officer III, PD-AS			I certify that I discussed my assessment of the performance with the employee.   MA. GRACIA P. DELA RAMA Chief Administrative Officer, PD-AS			 ADZHAR A. ALBANI Director IV, Administrative Services Head of Office	
Employee			Supervisor				

Legend:

1 – Quality

2 – Efficiency

3 – Timeliness

4 - Average

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**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)**

I, **ADELINO R. JUSTO JR.**, Administrative Officer III of the Procurement Division, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December, 2020.

  
Signature  
Date: January 4, 2021

Reviewed by:	Date	Approved by:	Date
 <b>MA. GRACIA P. DELA RAMA</b> Chief Administrative Officer, PD-AS <b>Immediate Supervisor</b>		 <b>ADZHAR A. ALBANI</b> Director IV, Administrative Services <b>Head of Office</b>	

Output	Success Indicators (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Efficient and effective delivery of quality procurement services and technical support services	Supports the review and evaluation of incoming purchase requests to ensure quality and adequacy of information, specifications and quantities by conducting price monitoring	Processed all Purchase Request by the end of June 2020, and ensure the adequacy of information and specifications of every line items within the requests	5	4	4	4.33	
	Facilitates the encoding and recording of the Purchase Requests (PRs), Purchase Orders (POs) and Job Orders (JOs)	Recorded 333 Purchase Requests, 500 Purchase Orders, and 68 Job Orders in the procurement monitoring report	5	4	5	4.67	
	Facilitate flight bookings of TESDA Central office personnel	Booked all Booking Requests of Central Office Personnel	5	4	4	4.33	
	Facilitate PHILGEPS posting of different mode of procurement	Posted all the Purchase Requests to PHILGEPS	5	4	5	4.67	

Output	Success Indicators (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	Assists in drafting Purchase Order and Job Orders	Assisted in the Drafting of 500 Purchase Orders, and 68 Job Orders	4	4	4	4	
	Provides assistance in the management of the Procurement Division's hardware, software, and networking systems	Installed and configured computer systems, diagnosed hardware and software faults and solved technical and application problems encountered by the personnel of the Procurement Division.	4	4	4	4	
Final Average Rating			4.33				
<b>Comments and Recommendations for Development Purposes:</b>							
Discussed with:	Date	Assessed by:	Date	Final Rating by:			Date
 ADELINO R. JUSTO, JR. Administrative Officer III, PD-AS Employee		I certify that I discussed my assessment of the performance with the employee.   MA. GRACIA P. DELA RAMA Chief Administrative Officer, PD-AS Supervisor		 ADZHAR A. ALBANI Director IV, Administrative Services Head of Office			

Legend:

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average