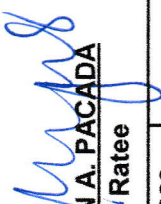


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Nevin A. Pacada**, of the **VSU-Cebu Office** 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 1 - June 30, 2022.


NEVIN A. PACADA
Ratee

Approved: **RYSAN C. GUINOCOR**
Head of Unit

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
STO1: ISO 9001:2015 aligned documents and compliant processes	Percentage of clients served rated the services received at least very satisfactory or higher	Serves customer survey form to clients after service has been rendered	95	98	4	4	5	4.33	
	No. of reports for replenishments and payroll documents submitted to IGP, COA, and Accounting	Prepares reports on lodging, cash receipts and cash disbursements; for replenishments and payroll documents	44	58	5	5	4	4.67	
	Efficient & customer friendly frontline service	Provides customer friendly customer service	0 complaint	0 complaint	4	4	5	4.33	
STO 3: ARTA-aligned frontline services	No. of new systems/innovations/proposals introduced and implemented	Prepares monitoring forms as required under ISO	2	9	4	5	4	4.33	
GASS 1: VSU-Cebu Operation and Management	Percentage of RFQ's, POs, checks, ACICs, NTPs, and NOAs received, served and retrieved from suppliers	Checks, selects, and serves to/retrieves from potential suppliers procurement docs. received from VSU-Main	100%	115	4	5	4	4.33	
	Percentage of RFQ's, POs, transmittals and List of Checks scanned to PDF	Scans RFQs, POs, AOQs, transmittals, and List of Checks to PDF for e-filing	100%	166	5	5	4	4.67	
	Percentage of quoted RFQs, and POs checked, evaluated and signed	Checks, evaluates, and signs quoted RFQs, and POs	100%	66	4	4	5	4.33	
	No. of invoices/ORs issued with items purchased & picked up	Picks up/handcarries urgent purchased items with issued invoice(s)/OR	10	12	5	4	5	4.67	
	No. of invoices received for items delivered, inspected and recorded	Receives and inspects(per specs) deliveries with invoice & records items in logbook	30	33	4	4	5	4.33	
	No. of transmittals received with items from VSU-Main	Receives incoming transmittals with individual items indicated in it checked	15	29	4	5	5	4.67	
	No. of transmittals with items prepared for shipment	Prepares transmittals by encoding, including checking, marking & packing items for shipment	22	41	4	4	5	4.33	
	No. of RFQs, POs, and for-repair equipment monitored	Records, monitors, and follows up for RFQs, POs, and equipment for repair	35	66	4	4	5	4.33	