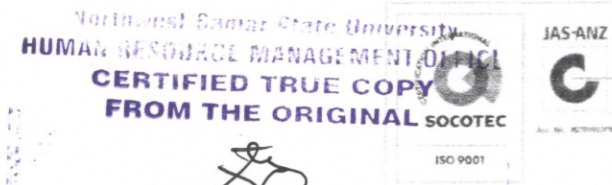




ISO 9001:2015 Certified

Republic of the Philippines
Northwest Samar State University
 Rueda St., Calbayog City 6710
 Website: <http://www.nwssu.edu.ph>
 Email: main@nwssu.edu.ph
 Telefax: (055) 2093657



MARIA JONA V. TY
 Administrative Officer V
 (HSMO III)
 Date: _____

Strategic Performance Mangement System (SPMS) INDIVIDUAL PERFORMANCE COMMITMENT and **REVIEW** (IPCR)

I, MICHAEL O. CABUG-OS of the **Registrar's Office** Division of **Academic Affairs** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicate measures for the period **July 01, 2022 to December 31, 2022**.

Equivalent Weight of Ouput			
Functions	Core	Support	Total
Weight	80%	20%	100%

MICHAEL O. CABUG-OS
 Administrative Officer II

Major Final Output (MFO)/ Program, Activity & Project (PAP) (a)	Success Indicators (Targets + Measures) (b)	Performance Standards (c)	Actual Accomplishments (d)	Rating (f)				Remarks (g)
				Q ¹	E ²	T ³	A ⁴	
A. Core Functions: (80%)								
1. Issuance & Release of the Following Students Academic Records:	Issued error-free all requested academic records and released within the corresponding time:	Q, E, T	Processed academic records & issued with corresponding time frame:	5.0	4.0	5.0	4.7	Demand Driven
1.1) Official Transcript of Records (OTR)	OTR - released within 5 working days		395 out of 406 OTR with 100% accuracy; released within average of 2 working days per client					
1.2) Transfer Credentials - OTR & HD	OTR/HD - released within 5 working days		179 out of 181 Transfer Credentials w/ 100% accuracy; released w/in average of 2 working days per client					
1.3) Diploma	Diploma - released within 5 working days		432 out of 435 diplomas with 100% accuracy; released within average of 2 working days per client					
1.4) CAV with Indorsement	CAV w/ Indorsement; within 5 working days		164 out of 165 CAV with 100% accuracy; released within average of 2 working days per client					
1.5) Certifications	Certifications - released within 5 working days		302 out of 306 certifications with 100% accuracy; released within average of 1 working day per client					
1.6) Evaluation of checklists/evaluation sheets	Evaluation Sheets - released within 3 days		38 out of 38 evaluated error-free checklist of Graduate Studies; released within average of 1 working day per client					
2. Customer Service Management	3.51 - 4.50 or "Better" client satisfaction rating on our services.	Q, E	Received client satisfaction ratings on our services for the following months: "BEST" Rating for January to June	5.0	5.0		5.0	Fixed Target
2.2) Response to student verification	Verified/complied requests for student verification within 2 days upon receipt of email/letter	Q, E, T	Verified 78 out of 78 requests for student education verification (error-free); complied within 2 days upon receipt of email only	5.0	4.0	5.0	4.7	Demand Driven

Major Final Output (MFO)/ Program, Activity & Project (PAP) (a)	Success Indicators (Targets + Measures) (b)	Performance Standards (c)	Actual Accomplishments (d)	Rating (f)				Remarks (g)
				Q ¹	E ²	T ³	A ⁴	
3. Preparation of reports & other records.	Submitted error free reports & lists with corresponding time frame:	Q, E, T	Submitted error-free reports & lists with corresponding time frame: Dean's Lists given to COM, CCJS, COED, CCIS, CEA, CAT and ISSC; Prepared within 2 days from receipt of requests	5.0	5.0	5.0	5.0	Fixed Target
3.1) Dean's Lists per college	Printed Dean's Lists to CCJS, CEA, CCIS, CAT, COM, COED; issued within 5 working days							
3.2) List & Summary of Candidates for Graduation	List & Summary of Candidates for Graduation; 1 week before the Commencement Exercises	Q, E, T	Printed List & Summary of Graduating Students for Summer 2022 & 1st Semester, SY 2022-2023. Submitted 2 days before the scheduled date of Board Meeting	5.0	5.0	5.0	5.0	Fixed Target
3.3) Official List & Summary of Enrollment	Enrollment Report for 1st Sem 2022-2023; printed 3 weeks after enrollment	Q, E, T	Printed error-free Enrollment Report & Summary for 1st Sem SY 2022-2023 on Oct. 7, 2022 ; printed 2 weeks after enrollment period	5.0	4.0	5.0	4.7	Fixed Target
3.4) List of Graduates/Enrollment for tracer study and accreditation purposes	Printed List of Graduates/Enrollment by course; within 5 days upon receipt of request letter	Q, E, T	Printed error-free 19 Lists and Reports of Graduates & Enrollment Reports for tracer study, COPC & accreditation purposes; printed within 2 days upon receipt of request letters	5.0	4.0	5.0	4.7	Demand Driven
3.5) ABC & PPMP of Office Supplies and Equipment	ABC & PPMP of Office Supplies & Equipment for 3rd & 4th Qtr, CY 2022; submitted in Aug. & Oct. 2022 respectively	Q, E, T	Printed error-free ABC & PPMP for 3rd Qtr CY 2022; submitted on Aug. 15, 2022. Printed error-free ABC & PPMP of 4th Qtr CY 2022; submitted on Oct. 17, 2022	5.0	4.0	5.0	4.7	Fixed Target
4. Other Tasks								
Segregation and filing of file envelopes	Segregated inactive and active files to respective cabinets	Q, E	Sorted & filed 350 envelopes to Active and Inactive cabinets.	5.0	4.0		4.5	Demand Driven
Sub-Total for 'A. Core Functions: (80%)' :				5.0	4.2	5.0	4.7	
B. Support Functions: (20%)								
1. Attendance/Participation to school activities/programs	Attended/participated these activities (subject to availability or stated in the Calendar of Activities):	E	Attended/participated these activities (subject to availability or stated in the Calendar of Activities):		5.0		5.0	Demand Driven
	1.) Graduation Ceremony	E	No graduation rite for this period. Only preparation of List and Summary of Candidates for Graduation.					
	2.) Committee/s membership or Support Staff for school activities	E	1.) Tournament Member for Swimming Competition for the Intramural Meet on Oct. 26, 2022; 2.) Chairman on Committee on Records for the Intramural Meet		5.0		5.0	Demand Driven
	3.) Other activities	E	1.) Attended the Sport Directors Meeting @ EVSU Tacloban City on July 25-26, 2022; 2.) Attended the Regional SCUAA Screening at VSU, Baybay City on Nov. 15-17, 2022; 3.) Attended the 2022 Conversations with Local Leaders in Eastern Visayas on Nov. 28-29, 2022 at Waterfront Hotel, Cebu City.		5.0		5.0	Demand Driven
2. Submission of Individual Performance Commitment & Review (IPCR)	Submitted error free IPCR with corresponding time frame:	Q, E, T	Prepared & submitted IPCR Commitment for July-December 2022 on Aug. 3, 2022	5.0	5.0	5.0	5.0	Fixed Target
2.1) IPCR Commitment	IPCR Commitment - July-Dec. 2022; submitted on the July 29, 2022							
2.2) IPCR Review	IPCR Review - January-June 2022; submitted on July 10, 2022	Q, E, T	Prepared & submitted error-free IPCR Review for January-June 2022 on July 13, 2022	5.0	5.0	5.0	5.0	Demand Driven
Sub-Total for 'B. Support Functions: (20%)' :				5.0	5.0	5.0	5.0	
GRAND TOTAL =		0						

MARIA JONA V. TY
Administrative Officer V
(HRMO III)

Major Final Output (MFO)/ Program, Activity & Project (PAP) (a)	Success Indicators (Targets + Measures) (b)	Performance Standards (c)	Actual Accomplishments (d)	Rating (f)				Remarks (g)
				Q ¹	E ²	T ³	A ⁴	

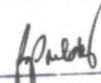
Legend: 1 - Quality; 2 - Efficiency; 3 - Timeliness; 4 - Average
Note: Shaded portion shall be accomplished at the end of the rating or evaluation period. However, an "x" mark may be written at the appropriate column to indicate where a particular success indicator shall be rated.

Comments and Recommendations for Development Purposes: (to be accomplished by the immediate superior)	RATING SCALE:			
	Category	Weight (%)	Rating	
<p><i>Prepare requested documens in advance especially those old files which needs encoding to shorten clients waiting time.</i></p> <p><i>Keep up the Good Work!</i></p>	A. Core Functions	80%	Average	Weighted
	B. Support Functions	20%	4.73	3.78
	Total Overall Rating	100%	5.00	1.00
	Final Weighted Rating			4.78
	Adjectival Rating			Very Satisfactory

Discussed with:

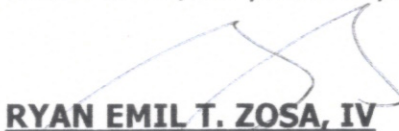
Northwest Samar State University
HUMAN RESOURCE MANAGEMENT OFFICE

RECEIVED

By: 
Date: 102-01-2023

Assessed by:

I certify that I have discussed my assesment of the performance of the office through its head and this is deemed as his/her personal performance.



RYAN EMIL T. ZOSA, IV
University Registrar

Date

Final Rating:

Numerical= 4.78
Adjectival= VS

Recommended and Attested:


RAMIL S. CATAMORA, Ed.D.
VP for Academic Affairs
Date: 1-9-23

BENJAMIN L. PECAYO, Ed.D.
SUC President

MARIA JONA V. TY
Administrative Officer V
(HRMO III)
Date:

MICHAEL O. CABUG-OS
Administrative Officer II
Date: January 9, 2023



Republic of the Philippines
NORTHWEST SAMAR STATE UNIVERSITY
Calbayog City

The Program on Awards & Incentives for Service Excellence (PRAISE) Committee's
2020 Search for Outstanding Officials and Employees

Presented to

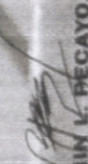
MICHAEL O. CABUG-OS
Administrative Aide VI


This

Best Male Rank-and-File Employee Award

In recognition of his selfless commitment, utmost dedication, noble service and exemplary performance as a member of the non-teaching community of the Northwest Samar State University.

Given this 18th day of November in the year of our Lord, Two Thousand Twenty, during the 11th NwSSU Universityhood Days Celebration at the Northwest Samar State University, Rueda Street, Calbayog City


BENJAMIN L. PECAYO, Ed.D.
University President/Vice Chairman
NwSSU BOR


RONALD L. LADAMAT
CHED Commissioner/
Chairperson-Designate, NwSSU BOR

