INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

Office of the Vice-President for Planning, Resource Generation and Auxiliary Services (OVPPRGAS)

I, DALISAY F. ANDRES, of the Office of the Vice-President for Planning, Resource Generation and Auxiliary Services 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 - JUNE 2023.

DALISAY F. ANDRES
Ratee

Approved:

DILBERTO O. FERRAREN

Head of Unit

		Common Indianton	Tooks Assigned	Target	Actual		Rat	ing		Remarks
MFO & PAPs		Success Indicators	Tasks Assigned	rarget	Accomp.	Q1	E2	Т3	A4	Remarks
JNIVERSITY MFO 6	GEN	ERAL ADMINISTRATION AND SUPPOR	T SERVICES							
ONIVERSITI WII O O	PI.1	Efficient & Customer-friendly frontline service	Served clients with	zero complaint	zero complaint	5	5	5	5.00	
	Pl.2a	Effectively acted on time administrative & financial documents								
OVPPRGAS MFO 1.		* Number of administrative & financial documents prepared & processed (OIC, DTR, Leave Application, Travel Order, etc.)	Preparation of government standard forms	75	1047	4	5	5	4.67	
		* Number of meetings/seminars/	Attendance to meetings/ seminars/ trainings/workshops/ Orientation & Conf.	25	135	4	5	5	4.67	Planning Workshop, FIC, SPPMIS, LUDIP etc.
ADMINISTRATIVE AND SUPPORT	2b.	Records Management:								
SERVICES		* Number of Communications & Other documents filed and retrieved		55	140	5	4	5	4.67	
: iliving		* Number of pages of communications & other documents printed and filed		70	120	4	5	5	4.67	
		* Number of IP Messages downloaded and printed		50	235	4	5	5	4.67	
Troing 14 (C)	* Number of emails downloaded filed * Number of pages of mater	* Number of emails downloaded and filed		45	113	5	5	4	4.67	
		* Number of pages of materials sorted and collated needed for the workshop/ orientation and/or meetings		150	296	4	5	5	4.67	

		Proactive submission of university											
	PI.1	PI.1	PI.1	PI.1	reports/ plans and documents as prescribed by DBM, CHED-HEMIS CHECKS, PIPOL-NEDA & VSU Annual Report	Preparation of Plans and Reports							
8		* CHED-HEMIS Data Collection for Normative Financing for the year 2020	Submit final CHECKS- HEMIS data online for	1						Taha			
		* Number of CHED-HEMIS filled-up forms for online submission to CHED	2020	5						To be implemented on the 4th			
		* Number of CHED-HEMIS data collected from different offices	Consolidated and finalized data for submission to CHED	2						quarter of the			
OVPPRGAS		* 2021 Annual Report Distributed	Bounded 2021 annual report distributed to vsu main & external campuses	100%	100%	4	5	5	4.67				
MFO 2. PLANNING SERVICES	PI.2	Efficient Planning and Monitoring Services											
			* Land Use Development and Infrastructure Plan facilitated	Facilitator/ Secretariate	100%	100%	4	5	5	4.67			
			* Crisis Management Committee	Facilitator/ Secretariate	100%	100%	5	5	5	5.00			
					University Housing Commission	Facilitator/ Secretariate	100%	100%	5	5	5	5.00	
i i i i i i i i i i i i i i i i i i i		* Number of Board of Management meetings facilitated	VP/DF Andres/ Housing	1	3	5	5	5	5.00	IGP, Housing Commission			
		* Number of Housing Contracts prepared	VP/DF Andres	5	31	4	5	5	4.67				
11/1/G		* Number of VSU staff awarded for housing units.	VP/DF Andres	2	27%	5	5	4	4.67				
	P1.3	Performance Management Team Services											
12.		* Number of OPCR Evaluation monitored and facilitated	OVPPRGAS	1	5	5	5	4	4.67	IGP/CCE/URS/ CPDE/ACRO/ OVPPRGAS/ ODPF			

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PI.1		BAC Secretariate	100%	100%	4	5	5	4.67		
	* Consolidate PPMP's from various units of the Procuring Entity to make them available for review.	Departments/ Center/ External Campuses	100%	100%	4	5	5	4.67		
	* Preparation of Annual Procurement Plan (Indicate, Updated and Final APP's)	Departments/ Center/ External Campuses	100%	100%	5	4	5	4.67		
	* Number of Meetings, Pre- procurements, Pre-biddings, Biddings and other BAC related activities	BAC Secretariate	25	111	4	5	5 4.67 5 4.67 5 4.67 5 5.00 ents & Recomment Purpose aining for higher evels, and other series are series and other series and other series are series are series and other series are series and series are ser	4.67		
PI.1	Other functions assigned by the immediate/ higher supervisor									
	* Number of phone calls and queries acted on time from clientele	Answers calls and queries to clientele with regards to office work	60	175	4	5	5	4.67		
	Number of VSU faculty & staff Clearance countersigned	VP/ DF Andres	20	181	5	5	5	5.00		
	Formal Investigation Committee	Facilitator/ Secretariate	100%						As the need arises	
								104.39		
tal Ove	er-all Rating Divided by 22)		4.75			Comments & Recommendations for				
						Dovolop	Simonic i	шроос		
								-	30	
onal P	oints (with copy of approval)		BY CONTRACTOR OF THE PARTY.			le				
	CHRONDER AND AMARILL .			1 100			re	lated top	CS	
ADJECTIVAL RATING SUBSCRIBED AND SWORN to before me this		1	Outst	anding						
	PI.1	PI.1 & Awards Committee Members and the Technical Working Group * Consolidate PPMP's from various units of the Procuring Entity to make them available for review. * Preparation of Annual Procurement Plan (Indicate, Updated and Final APP's) * Number of Meetings, Preprocurements, Pre-biddings, Biddings and other BAC related activities Other functions assigned by the immediate/ higher supervisor * Number of phone calls and queries acted on time from clientele Number of VSU faculty & staff Clearance countersigned Formal Investigation Committee tal Over-all Rating Divided by 22) onal Points (with copy of approval)	Technical Working Group * Consolidate PPMP's from various units of the Procuring Entity to make them available for review. * Preparation of Annual Procurement Plan (Indicate, Updated and Final APP's) * Number of Meetings, Preprocurements, Pre-biddings, Biddings and other BAC related activities PI.1 Other functions assigned by the immediate/ higher supervisor * Number of Phone calls and queries acted on time from clientele Number of VSU faculty & staff Clearance countersigned Formal Investigation Committee tal Over-all Rating Divided by 22) onal Points (with copy of approval)	PI.1 & Awards Committee Members and the Technical Working Group * Consolidate PPMP's from various units of the Procuring Entity to make them available for review. * Preparation of Annual Procurement Plan (Indicate, Updated and Final APP's) * Number of Meetings, Preprocurements, Pre-biddings, Biddings and other BAC related activities Other functions assigned by the immediate/ higher supervisor PI.1 Number of VSU faculty & staff Clearance countersigned Formal Investigation Committee Facilitator/ Secretariate 100% Departments/ Center/ External Campuses Departments/ Center/ External Campuses PAC Secretariate Departments/ Center/ External Campuses Answers calls and queries acted on time from clientele with regards to office work VP/ DF Andres 20 Tall Over-all Rating Divided by 22) 4. Onal Points (with copy of approval)	PI.1 & Awards Committee Members and the Technical Working Group * Consolidate PPMP's from various units of the Procuring Entity to make them available for review. * Preparation of Annual Procurement Plan (Indicate, Updated and Final APP's) * Number of Meetings, Preprocurements, Pre-biddings, Biddings and other BAC related activities Other functions assigned by the immediate/ higher supervisor * Number of VSU faculty & staff Clearance countersigned Formal Investigation Committee Pl.1 Each Secretariate BAC Secretariate Departments/ Center/ External Campuses Departments/ Center/ External Campuses Departments/ Center/ External Campuses Departments/ Center/ External Campuses Answers calls and queries of the immediate of	PI.1 8. Awards Committee Members and the Technical Working Group * Consolidate PPMP's from various units of the Procuring Entity to make them available for review. * Preparation of Annual Procurement Plan (Indicate, Updated and Final APP's) * Number of Meetings, Preprocurements, Pre-biddings, Biddings and other BAC related activities Other functions assigned by the immediate/ higher supervisor * Number of VSU faculty & staff Clearance countersigned Formal Investigation Committee * Facilitator/ Secretariate 100% 100% 100% 100% 100% 100% 100% 100% 5 Anowers Calls and queries acted on time from clientele with regards to office work * Number of VSU faculty & staff Clearance countersigned Formal Investigation Committee * Facilitator/ Secretariate 100% 100% 100% 100% 100% 100% 100% 100% 100% 100% 5 Answers calls and queries to clientele with regards to office work * Number of VSU faculty & staff Clearance countersigned Formal Investigation Committee * Facilitator/ Secretariate 100% 175 4.75	PI.1 A Awards Committee Members and the Technical Working Group * Consolidate PPMP's from various units of the Procuring Entity to make them available for review. * Preparation of Annual Procurement Plan (Indicate, Updated and Final APP's) * Number of Meetings, Preprocurements, Pre-biddings, Biddings and other BAC related activities Other functions assigned by the immediate/ higher supervisor Number of VSU faculty & staff Clearance countersigned Formal Investigation Committee tal Over-all Rating Divided by 22) BAC Secretariate Departments/ Center/ External Campuses Departments/ Center/ External Campuses 100% 100% 100% 100% 100% 100% 5 4 5 4 5 4 5 Comme Develoy Tr. Comme Develoy To accommend the procurements of the procurement of the procureme	PI.1 & Awards Committee Members and the Technical Working Group * Consolidate PPMP's from various units of the Procuring Entity to make them available for review. * Preparation of Annual Procurement Plan (Indicate, Updated and Final APP's) * Number of Meetings, Preprocurements, Pre-biddings, Biddings and other BAC related activities PI.1 Other functions assigned by the immediate/ higher supervisor Number of VSU faculty & staff Clearance countersigned Formal Investigation Committee * Comments & R Development Plan (With copy of approval) * Answers calls and queries acted on time from clientele * Comments & R Development Plan (With copy of approval) * Training for levels, and the staff of the provaction of the prova	PI.1 & Awards Committee Members and the Technical Working Group * Consolidate PPMP's from various units of the Procuring Entity to make them available for review. * Preparation of Annual Procurement Plan (Indicate, Updated and Final APP's) * Number of Meetings, Preprocurements, Pre-biddings, Biddings and other BAC related activities Other functions assigned by the immediate/ higher supervisor * Number of VSU faculty & staff Clearance countersigned Formal Investigation Committee Facilitator/ Secretariate Onal Points (with copy of approval) BAC Secretariate Departments/ Center/ External Campuses 100%	

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Book No.

Series of 2024

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NC. NO. B-13-12-06, JANUARY 10, 2024

UNVIL DECEMBER 31, 2025

ROLL NO. 62930

PTR NO. BC0204438, 1/2/2024, BAYBAY CITY, LEYTE IBP NO. 387032, 1/2/2024, LEYTE MCLE COMPLIANCE NO. VII-0004765

Approved by:

DILBERTO O. FERRAREN

Vice-Pres. for Planning, Resource Generation & Auxiliary Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

Office of the Vice-President for Planning, Resource Generation and Auxiliary Services (OVPPRGAS)

I, DALISAY F. ANDRES, of the Office of the Vice-President for Planning, Resource Generation and Auxiliary Services commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JULY - DECEMBER 2023.

DALISAY E. ANDRES

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Approved:

DILBERTO O. FERRAREN

Head of Unit

MFO & PAPs		O	Toolso Appigned	Tarast	Actual		Rat	Remarks		
MFO & PAPS		Success Indicators	Tasks Assigned	Target	Accomp.	Q1	E2	T3	A4	Remarks
UNIVERSITY MFO 6	: GEN	ERAL ADMINISTRATION AND SUPPOR	T SERVICES							
	PI.1	Efficient & Customer-friendly frontline service	Served clients with	zero complaint	zero complaint	5	5	5	5.00	
	Pl.2a	Effectively acted on time administrative & financial documents								
OVPPRGAS MFO 1.		* Number of administrative & financial documents prepared & processed (OIC, DTR, Leave Application, Travel Order, etc.)	Preparation of government standard forms	75	396	5	5	5	5.00	
		* Number of meetings/seminars/ trainings/ workshops/Orientation & Conferences Attended	Attendance to meetings/ seminars/ trainings/workshops/ Orientation & Conf.	25	42	4	5	5	4.67	ISO, CMC, Strate Planning Workshop, FIC, SPPMIS, LUDIP, etc.
	2b.	Records Management:								
ADMINISTRATIVE AND SUPPORT SERVICES MANAGEMENT		* Number of Communications & Other documents filed and retrieved	Information and Records Management	55	135	5	4	5	4.67	
		* Number of pages of communications & other documents printed and filed		70	155	5	5	5	5.00	
124 (C), (144 (C		* Number of IP Messages downloaded and printed		50	217	5	5	5	5.00	
	V°	* Number of emails downloaded and filed		45	75	5	4	5	4.67	
		* Number of pages of materials sorted and collated needed for the workshop/ orientation and/or meetings		150	257	5	5	5	5.00	

	PI.1	Proactive submission of university reports/ plans and documents as prescribed by DBM, CHED-HEMIS CHECKS, PIPOL-NEDA & VSU Annual Report	Preparation of Plans and Reports									
		* CHED-HEMIS Data Collection for Normative Financing for the year 2023	Submit final CHECKS- HEMIS data online for	1	2	5	5	5	5.00	Taba		
		* Number of CHED-HEMIS filled-up forms for online submission to CHED	2020	5	24	5	5	5	5.00	To be implemented on the 4th		
			* Number of CHED-HEMIS data collected from different offices	Consolidated and finalized data for submission to CHED	2	12	5	5	5	5.00	quarter of the year	
OVPPRGAS		* 2022 Annual Report Distributed	Bounded 2021 annual report distributed to vsu main & external campuses	100%	100%	4	5	4	4.33			
MFO 2. PLANNING	PI.2	Efficient Planning and Monitoring										
SERVICES			* Land Use Development and Infrastructure Plan facilitated	Facilitator/ Secretariate	100%	100%	4	5	4	4.33		
				* Crisis Management Committee	Facilitator/ Secretariate	100%	100%	5	5	5	5.00	
s Marsol				University Housing Commission	Facilitator/ Secretariate	100%	100%	5	5	5	5.00	
		* Number of Board of Management meetings facilitated	VP/DF Andres/ Housing	1	1	4	4	4	4.00	IGP, Housing Commission		
	prepared		* Number of Housing Contracts prepared	VP/DF Andres	5	12	4	5	5	4.67		
		* Number of VSU staff awarded for housing units.	VP/DF Andres	2	7	5	5	5	5.00			
AL TYPE AND A SECOND	P1.3	Performance Management Team Services								17 11 317 17 15 18 18 18 18 18 18 18 18 18 18 18 18 18		
			* Number of OPCR Evaluation monitored and facilitated	OVPPRGAS	1	5	5	5	5	5.00	CPDE/ACRO/ OVPPRGAS/ ODPPIP	

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FINAL RATING	Clearance countersigned Formal Investigation Committee Total Over-all Rating Prage Rating (Total Over-all Rating Divided by 25) ditional Points: Punctuality Approved Additional Points (with copy of approval) AL RATING JECTIVAL RATING			4.	84			re	lated topi	cs	
Approved Addit	ional P	oints (with copy of approval)					lev	els, and	d other go	vernance	
Punctuality							Tra	ining fo	r higher s	supervisory	
Additional Points:							Develop	inioni i	arpose		
Average Rating (To	tal Ove	er-all Rating Divided by 25)		4.8	84		Comme			ndations for	
						1		NA ATO		102	
Total Over-all Rating									121.01		
FX:		Formal Investigation Committee	Facilitator/ Secretariate	100%						As the need arises	
FUNCTIONS		Number of VSU faculty & staff Clearance countersigned	VP/ DF Andres	20	204	5	5	5	5.00		
OVPPRGAS MFO 7. OTHER			* Number of phone calls and queries acted on time from clientele	Answers calls and queries to clientele with regards to office work	60	150	5	4	5	4.67	
	PI.1	Other functions assigned by the immediate/ higher supervisor									
		* Number of Meetings, Pre- procurements, Pre-biddings, Biddings and other BAC related activities	BAC Secretariate	25	147	5	5	5	5.00	July-Dec	
AWARDS		* Preparation of Annual Procurement Plan (Indicate, Updated and Final APP's)	Departments/ Center/ External Campuses	100%	100%	5	5	5	5.00		
OVPPRGAS MFO 6. BIDS AND			* Consolidate PPMP's from various units of the Procuring Entity to make them available for review.	Departments/ Center/ External Campuses	100%	100%	5	5	5	5.00	
	PI.1	* Provide administrative support to Bids & Awards Committee Members and the Technical Working Group	BAC Secretariate	100%	100%	5	5	5	5.00		

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Series of 2024