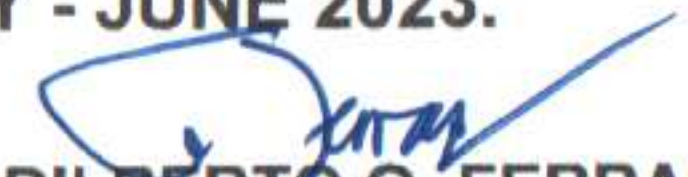


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)
Office of the Vice-President for Planning, Resource Generation and Auxiliary Services (OVPPRGAS)

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

MFO & PAPs		Success Indicators	Tasks Assigned	Target	Actual Accomp.	Rating				Remarks
						Q1	E2	T3	A4	
UNIVERSITY MFO 6: GENERAL ADMINISTRATION AND SUPPORT SERVICES										
OVPPRGAS MFO 1. ADMINISTRATIVE AND SUPPORT SERVICES MANAGEMENT	PI.1	Efficient & Customer-friendly frontline service	Served clients with	zero complaint	zero complaint	5	5	5	5.00	
	PI.2a	Effectively acted on time administrative & financial documents								
		* 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/trainings/ workshops/Orientation & Conferences Attended	Attendance to meetings/ seminars/trainings/workshops/Orientation & Conf.	25	135	4	5	5	4.67	ISO, CMC, Strat Planning Workshop, FIC, SPPMIS, LUDIP, etc.
	2b.	Records Management:								
		* Number of Communications & Other documents filed and retrieved	Information and Records Management	55	140	5	4	5	4.67	
		* 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	
		* 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	

**OVPPRGAS
MFO 2.
PLANNING
SERVICES**

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

OVPPRGAS MFO 6. BIDS AND AWARDS COMMITTEE	PI.1	* Provide administrative support to Bids & Awards Committee Members and the Technical Working Group	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	
OVPPRGAS MFO 7. OTHER FUNCTIONS	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
Total Over-all Rating									104.39	
Average Rating (Total Over-all Rating Divided by 22)					4.75	Comments & Recommendations for Development Purpose Training for higher supervisory levels, and other governance related topics				
Additional Points:										
Punctuality										
Approved Additional Points (with copy of approval)										
FINAL RATING					4.75					
ADJECTIVAL RATING					Outstanding					

SUBSCRIBED AND SWORN to before me this
31 MAY 2024 day of _____ at Baybay City, Leyte,
Philippines, affiant exhibiting to me his/her _____

Doc. No. 508
Page No. 102
Book No. XXX
Series of 2024

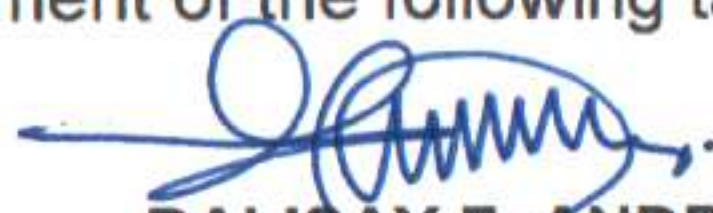
ATTY. VIVIAN C. ENRIQUE-VIDALLON
NOTARY PUBLIC
NC. NO. B-13-12-06, JANUARY 10, 2024
UNTIL DECEMBER 31, 2025
ROLL NO. 62930
PTR NO. BC0204438, 1/2/2024, BAYBAY CITY, LEYTE
IBP NO. 387032, 1/2/2024, LEYTE
MCLE COMPLIANCE NO. VII-0004765

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 F. ANDRES
Ratee

Approved: 
DILBERTO O. FERRAREN
Head of Unit

MFO & PAPs		Success Indicators	Tasks Assigned	Target	Actual Accomp.	Rating				Remarks
						Q1	E2	T3	A4	
UNIVERSITY MFO 6: GENERAL ADMINISTRATION AND SUPPORT SERVICES										
OVPPRGAS MFO 1. ADMINISTRATIVE AND SUPPORT SERVICES MANAGEMENT	PI.1	Efficient & Customer-friendly frontline service	Served clients with	zero complaint	zero complaint	5	5	5	5.00	
	PI.2a	Effectively acted on time administrative & financial documents								
		* 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, Strat Planning Workshop, FIC, SPPMIS, LUDIP, etc.
	2b.	Records 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	
		* Number of IP Messages downloaded and printed		50	217	5	5	5	5.00	
		* 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	

**OVPPRGAS
MFO 2.
PLANNING
SERVICES**

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 2020	1	2	5	5	5	5.00	To be implemented on the 4th quarter of the year
	* Number of CHED-HEMIS filled-up forms for online submission to CHED		5	24	5	5	5	5.00	
	* Number of CHED-HEMIS data collected from different offices	Consolidated and finalized data for submission to CHED	2	12	5	5	5	5.00	
	* 2022 Annual Report Distributed	Bounded 2021 annual report distributed to vsu main & external campuses	100%	100%	4	5	4	4.33	
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	
	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
	* 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	
P1.3	Performance Management Team Services								
	* Number of OPCR Evaluation monitored and facilitated	OVPPRGAS	1	5	5	5	5	5.00	IGP/CCE/URS/ CPDE/ACRO/ OVPPRGAS/ ODPPIP

OVPPRGAS MFO 6. BIDS AND AWARDS COMMITTEE	PI.1	* Provide administrative support to Bids & Awards Committee Members and the Technical Working Group	BAC Secretariate	100%	100%	5	5	5	5.00	
		* 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	
		* Preparation of Annual Procurement Plan (Indicate, Updated and Final APP's)	Departments/ Center/ External Campuses	100%	100%	5	5	5	5.00	
		* Number of Meetings, Pre-procurements, Pre-biddings, Biddings and other BAC related activities	BAC Secretariate	25	147\	5	5	5	5.00	July-Dec
OVPPRGAS MFO 7. OTHER FUNCTIONS	PI.1	<i>Other functions assigned by the immediate/ higher supervisor</i>								
		* 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	
		Number of VSU faculty & staff Clearance countersigned	VP/ DF Andres	20	204	5	5	5	5.00	
		Formal Investigation Committee	Facilitator/ Secretariate	100%						As the need arises
Total Over-all Rating									121.01	
Average Rating (Total Over-all Rating Divided by 25)					4.84	Comments & Recommendations for Development Purpose Training for higher supervisory levels, and other governance related topics				
Additional Points:										
Punctuality										
Approved Additional Points (with copy of approval)										
FINAL RATING					4.84					
ADJECTIVAL RATING					Outstanding					

SUBSCRIBED AND SWORN to before me this
31 MAY 2024 day of _____ at Baybay City, Leyte,
Philippines, affiant exhibiting to me his/her _____
Doc. No. 509
Page No. 102
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