

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF**

Name of Administrative Staff: **NEVIN A. PACADA**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.69	x 70%	3.28
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.71	x 30%	1.41
TOTAL NUMERICAL RATING			4.69

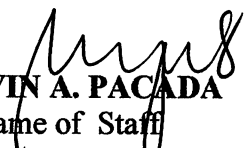
TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

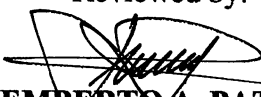
TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

Prepared by:


NEVIN A. PACADA
Name of Staff

Reviewed by:


REMBERTO A. PATINDOL
Department/Office Head

Approved:


REMBERTO A. PATINDOL
VP for Admin. & Finance

NOTICE OF A FUTURE DATE TO RETURN TO THE
OFFICE OF THE DIRECTOR

Particulars	Amount in Rupees (Rs.)	Amount in Paise (P)	Amount in Annas (A)	Amount in Mils (M)
1. General Ledger for 1900	100	00	00	00
2. Sub-division Head's account	50	00	00	00
3. Of the same division	50	00	00	00
4. Balance forward	100	00	00	00
Total	200	00	00	00

[illegible]

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JOHN DE AGENHUI
bellefleur@orange.c

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ТЕХНИКА АВТОМАТИЗМОВ

10/11/1942

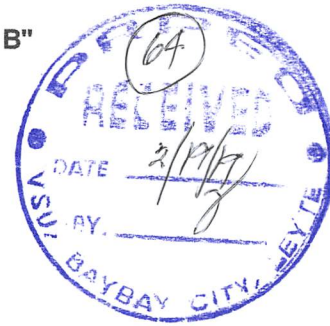
10/20/04

DATE: 11/18/2015 1:01 PM
 FROM: [redacted]
 TO: [redacted]
 SUBJECT: [redacted]

041 24 99
2/18

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"



I, **Nevin A. Pacada**, of the **VSU-Cebu Office** commit to deliver and agree to be rated on the attainment of of the following targets in accordance with the indicated measures for the period July 1 - December 31, 2018.

NEVIN A. PACADA
Ratee

Approved: **REMBERTO A. PATINDOL**
Head of Unit

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO1: Administrative Support Services	No. of docs./items received/picked up and sent/delivered to addressee	Picks up/receives from or sends/delivers docs./items to addressee	102	120	4	5	4	4.33	
	No. of hours assistance to guests who come to Cebu on OB	Assists guests who travel to Cebu for official business	90	125	5	5	5	5.00	
	No. of replenishment docs. submitted, and monthly cash receipts/disbursements recorded	Prepares and submits replenishment docs, and maintains monthly cash receipts for office and cash disbursements for lodging	18	24	4	5	4	4.33	
MFO2: Efficient, Timely, & Effective Procurement Support Services	No. of RFQ's, POs, checks, and ACICs received, served and retrieved from suppliers	Checks, selects, and serves to/retrieves from potential suppliers procurement docs. received from VSU-Main	350	401	5	4	4	4.33	
	No. of RFQ's, POs, AOQs, transmittals, and List of Checks scanned to PDF	Scans RFQs, POs, AOQs, transmittals, and List of Checks to PDF for e-filing	350	393	5	5	4	4.67	
	No. of quoted RFQs, POs and AOQs checked, evaluated and signed	Checks, evaluates, and signs quoted RFQs, POs, and AOQs	445	535	5	5	5	5.00	
	No. of invoices/ORs issued with items purchased & picked up	Picks up/handcarries urgent purchased items with issued invoice(s)/OR	90	120	5	5	5	5.00	
	No. of invoices received for items delivered, inspected and recorded	Receives and inspects(per specs) deliveries with invoice & records items in logbook	58	85	4	5	5	4.67	
	No. of transmittals received with items from VSU-Main	Receives incoming transmittals with individual items indicated in it checked	37	40	5	4	5	4.67	
	No. of transmittals with items prepared for shipment	Prepares transmittals by encoding, including checking, marking & packing items for shipment	39	43	5	5	5	5.00	
	No. of RFQs, POs, and for-repair equipment monitored	Records, monitors, and follows up for RFQs, POs, and equipment for repair	350	401	5	4	4	4.33	
	No. of hours of maintenance/utility works	Assists in installing/repairing fixtures/equipment with minor problems, including plumbing	102	131	5	4	4	4.33	
MFO3: Efficient and Customer-Friendly Lodging and Liaisoning Services	No. of hours of liaisoning works	Liaises between VSU staff and Cebu institutions /organizations/personalities for requested clearances, applications, info, items, etc.	11	15	5	5	5	5.00	
	No. of records encoded in database	Encodes data records of POs, RFQs, transmittals, and checks in database	1210	1,560	5	5	4	4.67	
MFO4: Innovations and Best practices	No. of messages made from follow-ups and queries	Communicates payment follow-ups, queries on requests thru email, text, or messenger	100%	100%	5	5	5	5.00	

Total Over-all Rating				70.33
Average Rating (Total Over-all rating divided by # 15)		4.69	Comments & Recommendations for Developmental Purposes: Recommended to attend training on procurement-related activities that are entered into PhilGeps	
Additional Points:				
Punctuality				
Approved Additional points (with copy of approval)				
FINAL RATING		4.69		
ADJECTIVAL RATING		Outstanding		

Received by:

Calibrated by:

Recommending Approval:

Approved by:

Planning Office


REMBERTO A. PATINDOL
PMT


REMBERTO A. PATINDOL
OVPAF


EDGARDO E. TULIN
President

Date: _____

Date: _____

Date: _____

Date: _____

1 - Quality
2 - Efficiency

3 - Timeliness
4 - Average

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY – DECEMBER 2018Name of Staff: NEVIN A. PACADAPosition: ADMINISTRATIVE AIDE VI

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score		52				

B. Leadership & Management (For supervisors only to be rated by higher supervisor)	Scale				
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2. Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1
3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
Total Score	24				
Average Score	4.77				

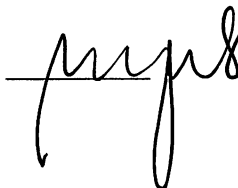
Overall recommendation : To attend trainings on procurement


REMBERTO A. PATINDOL
 Name of Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **NEVIN A. PACADA**
Performance Rating: **July 1 to December 31, 2018**

Signature: 

Aim: To facilitate submission of PBB documents

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step:

Seminar workshop on the updates of OPCR & IPCR documents, including employee
development plan, monitoring and coaching
Seminar workshop on target setting

Result:

Knowledge acquired about the specifics of filling up each form of PBB-related documents and
activities

Date: _____ Target Date: _____

Next Step:

Outcome:

Final Step/Recommendation:

Prepared by:


REMBERTO A. PATINDOL
Unit Head

Table 1

EMPLOYEE DEVELOPMENT PLAN

Employee Name: [Name] Date: [Date]

Name of Employee: [Name] Position: [Position] Date: [Date]

Area of Development: [Area]

Proposed Interventions to Improve Performance:

Interventions: [List of interventions]

First Step: [Step 1]
Second Step: [Step 2]
Third Step: [Step 3]
Fourth Step: [Step 4]
Fifth Step: [Step 5]

Remarks: [Remarks]

Signature: [Signature]

Date: [Date]

Next Step: [Next Step]

Comments: [Comments]

Final Step/Recommendation: [Final Step/Recommendation]

Prepared by: [Prepared by]

Signature: [Signature]
Date: [Date]