

	MFOs & PAPs	SUCCESS INDICATORS	TASKS ASSIGNED	TARGETS	ACCOMPLISHMENTS	RATING	REMARKS
						Quality Efficiency Timeliness Average	
MFO No.							
OVPI MFO 6: General Administration and Support Services							

6	General Admin. & Support Services (GASS)	Prepared letter requests, vouchers, itinerary of travel, travel orders, purchase requests, purchase orders, Requisition Issue Slip, ARE, Appointment, Application for Leave, Inspection Report, Waste Material Report, payrolls, CSR, DTR, ORS, BURS, BIR forms, Abstract of Quotation, RIS, JO, OIC Designation, Project Procurement Management Plan (PPMP) etc.	Clerical services	500	995	5.0	4.0	4.0	4.3	
		Compiled memos, documents and folders in the computer/hard copies for each faculty	Filing/arranging/compiling services	30.00	50.00	5.0	4.0	4.0	4.3	
		<u>PI 4.</u> Zero percent complaint from clients served	Good rapport to clients	0.00	0.00	5.0	5.0	5.0	5.0	100% no complaint
									4.6	
Involvement in Teaching Support Services										
	Preparation of Teaching	Actual Teaching Load		1.00	2.00	5.0	5.0	4.0	4.7	
	Load Assignment and	Projected Faculty Workload		5.00	7.00	5.0	5.0	4.0	4.7	
	Faculty Workload	Individual Faculty Workload		5.00	7.00	5.0	5.0	4.0	4.7	
	Other Functions	Emergency Purchase of supplies		15.00	20.00	5.0	5.0	5.0	5.0	
		Controls & monitors Departments budget allocation		1.00	3.00	4.0	4.0	4.0	4.0	

		Prepared and compute QCE		2.00	5.00	4.0	4.0	4.0	4.0	4.0	
Total Over-all Rating											
Adjectival Rating									4.508		
									OUTSTANDING		

Average Rating (Total Over-all rating											
Additional points:											
Punctuality											
Approved additional points											
FINAL RATING									4.50		
ADJECTIVAL RATING									OUTSTANDING		

Received by:

Calibrated by:

Recommending Approval:

Approved:

Planning Officer
Date: _____

for: *Rm*
2nd 11 Dec 17
REMBERTO A. BATMOL
Chairman, PMT
Date: _____

Bea
BEATRIZ S. BELONIAS
Vice Pres. for Instruction
Date: _____

Edgardo E. Tulin
EDGARDO E. TULIN
President
Date: _____