

Annex P

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

Name of Administrative Staff: **MIKE B. PAUSANOS**

| Particulars (1) | Numerical Rating (2) | Percentage Weight 70% (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|---------------------------------|---|
| 1. Numerical Rating per IPCR | 4.48 | x 70% | 3.13 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.25 | x 30% | 1.27 |
| TOTAL NUMERICAL RATING | | | 4.40 |

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

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, **Mike B. Pausanos**, of the **VSU-Cebu Office** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 1 - December 31, 2019.

MIKE B. PAUSANOS

Ratee

Approved:

NEVIN A. PACADA

Head of Office

| 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. picked up/delivered from sender/to addressee | Picks up/Receives from or sends/delivers docs./items to addressee | 130 | 180 | 5 | 4 | 5 | 4.67 | |
| | No. of hours driving for official guests with official transactions in Cebu | Drives official guests to their requested destinations while in Cebu | 105 | 155 | 5 | 4 | 5 | 4.67 | |
| | No. of boat tickets purchased for official guests | Buys boat tickets for official guests who are in transit in Cebu City | 36 | 50 | 5 | 4 | 5 | 4.67 | |
| MFO2: Efficient, Timely, and Effective Procurement Support Services | No. of RFQs, POs, checks, and ACICs served to and retrieved from suppliers | Checks, selects and serves to/retrieves from potential suppliers procurement docs. received from VSU-Main | 205 | 278 | 4 | 4 | 4 | 4.00 | |
| | No. of invoices/ORs issued with items purchased & picked up | Picks up/handcarries urgent purchased items with issued invoice(s)/OR | 295 | 343 | 4 | 4 | 5 | 4.33 | |
| | No. of invoices received for items delivered, inspected, and recorded | Receives and inspects(per specs) deliveries with invoices & records items in logbook | 20 | 31 | 4 | 4 | 5 | 4.33 | |
| | No. of trip tickets issued to pick up/ send transmittals with items | Prepares trip tickets to pick up shipment or to send prepared transmittal with items to pier | 80 | 155 | 4 | 4 | 5 | 4.33 | |
| MFO3: Efficient and Customer-Friendly Lodging and Liaisoning Services | No. of incoming guests assisted at the lodging house | Assists in carrying luggage, finding taxi, handing over linens to guests, etc. | 75 | 110 | 4 | 5 | 5 | 4.67 | |
| | No. of hours spent in cleaning/ utility works | Assists in cleaning public areas, plumbing, installing/repairing fixtures/equipment with minor problems | 215 | 270 | 5 | 4 | 5 | 4.67 | |
| | No. of hours liaisoning works | Liaises between VSU staff and Cebu institutions/organizations/personalities for requested clearances, applications, info, etc. | 10 | 18 | 4 | 4 | 5 | 4.33 | |
| MFO4: Innovations and Best practices | No. of messages made from queries on procurement requests | Communicates queries on requests thru text/calls | 100% | 100% | 5 | 4 | 5 | 4.67 | |
| Total Over-all Rating | | | | | | | | 49.33 | |
| Average Rating (Total Over-all rating divided by 11) | | | | | 4.48 | Comments & Recommendations for Developmental Purposes: Recommended to attend trainings for heavy equipment operation in VSU-Main in preparation for getting TESDA certification | | | |
| Additional Points: | | | | | 4.48 | | | | |
| Punctuality | | | | | | | | | |
| Approved Additional points (with copy of approval) | | | | | | | | | |
| FINAL RATING | | | | | | | | | |
| ADJECTIVAL RATING | | | | | VS | | | | |

Received by:

Calibrated by:

Recommending Approval:

Approved By:

Planning Office

REMBERTO A. PATINDOL

PMT

REMBERTO A. PATINDOL

OVPAP

EDGARDO E. TULIN

President

Date: _____

Date: _____

Date: _____

Date: _____

1 - Quality
2 - Efficiency

3 - Timeliness
4 - Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JULY – DECEMBER 2019**

Name of Staff: **MIKE B. PAUSANOS** Position: **Administrative Aide III**

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 | | 51 | | | | |

PERFORMANCE MONITORING & COACHING JOURNAL

| | | |
|--|-----|---------------------------------|
| | 1st | Q U A R T E R |
| | 2nd | |
| | 3rd | |
| | 4th | |

Name of Office: VSU-CEBU OFFICE

Head of Office: NEVIN A. PACADA

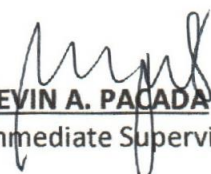
Number/Name of Personnel: MIKE B. PAUSANOS

| Activity Monitoring | MECHANISM | | | | Remarks |
|---------------------|--|-------|------|-----------------------|---|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Monitoring | Regular monitoring of quoted RFQs Staff on OB in Cebu to provide VCO copy(RFQ and/or PO) for monitoring & reproduction purposes | | | | Improvement in canvassing Helps in monitoring RFQs and POs not received thru transmittal |
| Coaching | Regular cleaning and check up to make it ready every time needed | | | | |

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

Noted by:


NEVIN A. PACADA
Immediate Supervisor


REMBERTO A. PATINDOL
Next Higher Supervisor

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MIKE B. PAUSANOS**
Performance Rating: **July 1 to December 31, 2019**

Signature: m. p.

Aim: To acquire driving skills with other heavy equipment vehicles for TESDA certification purposes

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step:

Request GSD to train him how to operate backhoe for two hours

Result:

Knowledge acquired in operating a backhoe

Date: _____ Target Date: _____

Next Step:

Outcome:

Final Step/Recommendation:

Prepared by:

NEVIN A. PACADA
Head of Office