

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	4.42	x 70%	3.09
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.25	x 30%	1.27
TOTAL NUMERICAL RATING			4.36

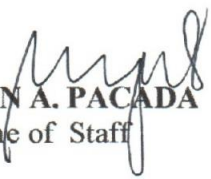
TOTAL NUMERICAL RATING:

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

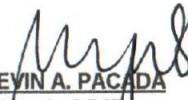
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"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 January 1 - June 30, 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	140	180	5	4	4	4.33	
	No. of hours driving for official guests with official transactions in Cebu	Drives official guests to their requested destinations while in Cebu	75	130	4	5	4	4.33	
	No. of boat tickets purchased for official guests	Buys boat tickets for official guests who are in transit in Cebu City	29	40	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	280	315	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	250	320	5	4	5	4.67	
	No. of invoices received for items delivered, inspected, and recorded	Receives and inspects(per specs) deliveries with invoices & records items in logbook	23	35	5	4	4	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	121	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.	12	20	5	4	5	4.67	
	No. of hours spent in cleaning/ utility works	Assists in cleaning public areas, plumbing, installing/repairing fixtures/equipment with minor problems	198	225	5	5	4	4.67	
	No. of hours liaisoning works	Liaises between VSU staff and Cebu institutions/organizations/personalities for requested clearances, applications, info, etc.	8	15	4	5	4	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	4	4.33	
Total Over-all Rating								48.67	
Average Rating (Total Over-all rating divided by 11)					4.42	Comments & Recommendations for Developmental Purposes: Recommended to attend training on vehicle servicing for the newly-acquired vehicle			
Additional Points:					4.42				
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING									
ADJECTIVAL RATING					VS				

Received by:

Planning Office

Calibrated by:


REMBERTO A. PATINDOL
PMT

Recommending Approval:


REMBERTO A. PATINDOL
OVPAF

Approved By:

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: **JANUARY – JUNE 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	Wearing of office uniform On March 28, 2019			Improvement in canvassing
Coaching					

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: January 1 to June 30, 2019

Signature: M. P.

Aim: To provide continuous and maintained transport service of VSU-Cebu Office

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step:

Request Mitsubishi-Mandaue for one day maintenance training on the newly-purchased
service vehicle

Result:

Attended one day training and acquired skills on maintenance of service vehicle

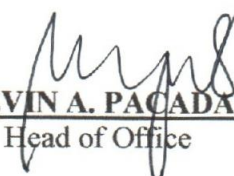
Date: _____ Target Date: _____

Next Step:

Outcome:

Final Step/Recommendation:

Prepared by:


NEVIN A. PACADA
Head of Office