

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	4.36	x 70%	3.05
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.08	x 30%	1.22
TOTAL NUMERICAL RATING			4.27


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

COMPARISON OF THE FINANCIAL STATEMENTS OF THE STATE OF ALABAMA

For the year ending June 30, 1967

Item	1967	1966	1965
1. Total Assets	1,000,000	950,000	900,000
2. Total Liabilities	500,000	450,000	400,000
3. Total Equity	500,000	500,000	500,000
4. Total Fund Balance	500,000	500,000	500,000
5. Total Fund Balance	500,000	500,000	500,000

ADDITIONAL DATA
TOTAL FUND BALANCE
TOTAL FUND BALANCE

RECOMMENDING AGENCY
RECOMMENDING AGENCY
RECOMMENDING AGENCY

APPROVED

RECOMMENDING AGENCY

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 of the following targets in accordance with the indicated measures for the period July 1 - December 31, 2018.

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	136	175	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	75	120	4	4	5	4.33	
	No. of boat tickets purchased for official guests	Buys boat tickets for official guests who are in transit in Cebu City	21	31	4	4	5	4.33	
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	602	679	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	145	170	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	39	53	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	71	98	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.	4	7	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	240	299	5	4	4	4.33	
	No. of hours liaisoning works	Liaises between VSU staff and Cebu institutions/organizations/personalities for requested clearances,applications, info, etc.	8	10	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%	4	4	5	4.33	
Total Over-all Rating								48.00	
Average Rating (Total Over-all rating divided by 11)				4.36	Comments & Recommendations for Developmental Purposes: Recommended to assist everyday in maintaining cleanliness in public areas - lawn, lobby, hallways, staircases - especially for the new VSU-Cebu office building				
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING				4.36					
ADJECTIVAL RATING				VS					

Received by:

Planning Office

Date: _____

1 - Quality

Calibrated by:


REMBERTO A. PATINDOL
PMT

Date: _____

3 - Timeliness

Recommending Approval:


REMBERTO A. PATINDOL
OVPAF

Date: _____

Approved By:


EDGARDO E. TULIN
President

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JULY – DECEMBER 2018**

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

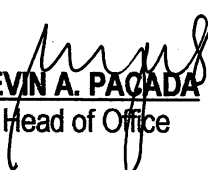
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	49				
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					
Average Score	4.08				

Overall recommendation : _____


NEVIN A. PACADA
 Head of Office

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	Inventory of items –usable or not usable as preparation for reopening of VSU-Cebu building on Oct. 18, 2018			Improvement in canvassing
Coaching	Proper submission of ORs particularly of gasoline – where to buy and what kind of OR - should be asked on November 8, 2018	Partial disposal of items - waste and demolished parts of VSU-Cebu building on November 28, 2018			Dates of OR ordered as requested by COA Send some waste and usable items to VSU-Main

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

Conducted by:


NEVIN A. PACADA
Immediate Supervisor

Noted by:


REMBERTO A. PATINDOL
Next Higher Supervisor

1. Name
2. Address
3. City
4. State
5. Zip
6. Date
7. Signature
8. Title

CONFIDENTIAL - SECURITY INFORMATION

CONFIDENTIAL - SECURITY INFORMATION

1. Name	2. Address	3. City	4. State	5. Zip	6. Date
7. Signature	8. Title	9. Name	10. Address	11. City	12. State
13. Zip	14. Date	15. Signature	16. Title	17. Name	18. Address
19. City	20. State	21. Zip	22. Date	23. Signature	24. Title
25. Name	26. Address	27. City	28. State	29. Zip	30. Date
31. Signature	32. Title	33. Name	34. Address	35. City	36. State
37. Zip	38. Date	39. Signature	40. Title	41. Name	42. Address

43. Name	44. Address	45. City	46. State	47. Zip	48. Date
49. Signature	50. Title	51. Name	52. Address	53. City	54. State
55. Zip	56. Date	57. Signature	58. Title	59. Name	60. Address
61. City	62. State	63. Zip	64. Date	65. Signature	66. Title

CONFIDENTIAL - SECURITY INFORMATION

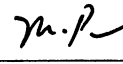
CONFIDENTIAL - SECURITY INFORMATION

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Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MIKE B. PAUSANOS**
Performance Rating: **July 1 to December 31, 2018**

Signature: 

Aim: To get updated with the latest basic rules & regulations including the violation on counter flowing as recently implemented by Cebu City with big penalty

Proposed Interventions to Improve Performance:

Date: **July 1, 2018**

Target Date: **December 31, 2018**

First Step:

Attendance to seminar on EO 043 : Basic Rules & Regulations on Traffic and Road Use

Result:

Knowledge acquired to avoid committing violation of counter flowing

Date: _____ Target Date: _____

Next Step:

Outcome:

Final Step/Recommendation:

Prepared by:


NEVIN A. PACADA
Head of Office

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UNITED STATES GOVERNMENT

100-100000

Form 100-100000 (Rev. 1-1-60)

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