

**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **Dr. REMBERTO A. PATINDOL**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	20%	5.00	1.00
b. Students (50%)	20%	5.00	1.00
Total for Instruction	40%		
2. Research			
a. Client/Dir. for Research (50%)			
b. Dcpt. Head/Center Director (50%)			
Total for Research		-	-
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension		-	-
4. Support to Operation	20%	5.00	1.00
5. Administration	40%	5.00	2.00
TOTAL	100%		5.00

EQUIVALENT NUMERICAL RATING: 5.00

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 5.00ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

**REMBERTO A. PATINDOL**

Name of Faculty

Approved:

**EDGARDO E. TULIN**

President



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

**Annex P**

Name of Administrative Staff: **REMBERTO A. PATINDOL**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.96	70%	3.47
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	30%	1.48
<b>TOTAL NUMERICAL RATING</b>			<b>4.95</b>

TOTAL NUMERICAL RATING: 4.95  
Add: Additional Approved Points, if any:             
TOTAL NUMERICAL RATING:           

FINAL NUMERICAL RATING 4.95

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

**REMBERTO A. PATINDOL**

Vice President for Administration and Finance

Approved:

**EDGARDO E. TULIN**

President

## INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **Dr. Remberto A. Patindol**, Vice President for Administration and Finance, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 30, 2020.

  
**REMBERTO A. PATINDOL**  
 VP for Admin. & Finance

Date:

Approved:

  
**EDGARDO E. TULIN**  
 President

Date:

MFO's/PAPs	Success Indicators	Target	Actual Accomplishment	Percent Accomplishment	Rating				Remarks
					Q	E	T	A	
<b>MFO1:</b> Advanced & Higher Education Services	Number of FTE implemented	7	10	143%	5	5	5	5	Stat 210 (Lec and Lab)
	<b>Sub-total (Points):</b>				<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	
	<b>Sub-Total (Average Score):</b>				<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	
<b>MFO4: Administration and Support Services</b>									
Administrative Services and Management	Number of Offices and units directly supervised and monitored	19	19	100%	5	5	5	5.00	
	Number of university-wide committees chaired and coordinated	7	7	100%	5	5	5	5.00	NAPB, BAC, PMT, VASC, Disposal, CNA, Tree Mg't,
	Number of university-wide committees meetings conducted	30	38	127%	5	5	5	5.00	
	Number of administrative and financial documents reviewed and approved	4,000	4,295	107%	5	5	5	5.00	
	Number of Memorandum issued	10	10	100%	5	5	5	5.00	

MFO's/PAPs	Success Indicators	Target	Actual Accomplishment	Percent Accomplishment	Rating				Remarks
					Q	E	T	A	
	Number of linkages with external agencies maintained	10	12	120%	5	5	5	5.00	CSC, PASUC, DBM, CHED, NEDA, GSIS, PhilHealth, Ombudsman, GPPB, AO25 Secretariat, LGU Offices
Physical facilities development and maintenance	Number of infrastructure coordinated and monitored	4	6	150%	5	5	4	4.67	
	Number of completed building repair coordinated and monitored	8	9	113%	5	5	5	5.00	
	Number of completed power-related projects coordinated and monitored	372	398	107%	5	5	5	5.00	
	Number of water and sewer lines improvement and maintainance projects coordinated and monitored	132	219	166%	5	5	5	5.00	
	Number of repair and maintenance of light vehicles and heavy equipment programs coordinated and monitored	1,690	1,934	114%	5	5	5	5.00	
	Number of collection & disposal of garbage monitored	2,015	2,415	120%	5	5	5	5.00	
	Number of instrumentation, computers, cooling units, and laboratory facilities repaired, maintained, and monitored	160	184	115%	4	5	5	4.67	
Financial Services and Management	Number of budget proposals reviewed and endorsed for UADCO and BOR approval	1 volume of budget proposal for 2020 submitted on time to governing bodies, error free	1 volume of budget proposal for 2020 submitted on time to governing bodies, error free	100%	5	5	4	4.67	
	Percentage of database records updating monitored	100%	100%	100%	5	5	4	4.67	

MFO's/PAPs	Success Indicators	Target	Actual Accomplishment	Percent Accomplishment	Rating				Remarks
					Q	E	T	A	
	Percentage of financial documents received and approved	Documents released within 20 mins	Documents released within 10 mins	100%	5	5	4	4.67	
	Amount of Disbursement coordinated and achieved based on obligations				5	5	4	4.67	Utilized MDS Funds in paying VSU transactions
Personnel Services and Management	No. of activities conducted in compliance to ISO requirements/alignment to QMS coordinated & monitored	2 RSP, 2 L&D, 1 PM and 3 R&R processes	2 RSP, 2 L&D, 1 PM and 3 R&R processes	100%	5	5	5	5.00	
	Number of human resource management systems monitored	6	6	100%	5	5	5	5.00	
	Number of appointments reviewed and approved	250 appointments	___ appointments	100%	5	5	5	5.00	
Medical and Dental Health Services	Number of medical-related services monitored	6,885	11,333	165%	5	5	5	5.00	
	Number of dental-related services monitored	2,226	3,710	167%	5	5	5	5.00	
	Number of health-related training/seminar monitored	4	4	100%	5	5	5	5.00	
Support Services	Efficient customer friendly frontline service	Zero complaint	Zero complaint	100%	5	5	5	5.00	
	<b>Sub-total (Points):</b>				119	120	115	123	
	<b>Sub-Total (Average Score):</b>				4.76	4.80	4.60	4.92	
<b>Total Over-all Rating</b>					124	125	120	128	
<b>Average Rating</b>					4.88	4.90	4.80	<b>4.96</b>	
<b>Adjectival Rating</b>					OUTSTANDING			<b>O</b>	

Evaluated & Rated by:


  
**EDGARDO E. TULIN**  
 Immediate Supervisor

Date: \_\_\_\_\_

Recommending Approval:

\_\_\_\_\_  
 N/A

Approved by:

  
**EDGARDO E. TULIN**  
 President

Date: \_\_\_\_\_



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2020

Name of Staff: **REMBERTO A. PATINDOL**

Position: **VP for Administration & Finance**

**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						

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	4.94				

Overall recommendation : Excellent and Thorough worker

  
**EDGARDO E. TULIN**  
 President

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: REMBERTO A. PATINDOL

Performance Rating: January 1 to June 30, 2020

Aim:

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Proposed Interventions to Improve Performance:

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

First Step:

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Result:

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Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step: \_\_\_\_\_

Outcome: \_\_\_\_\_

Final Step/Recommendation:

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Prepared by:

  
**EDGARDO E. TULIN**  
President

Conforme:



**REMBERTO A. PATINDOL**  
Vice President for Administration & Finance

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