

**Annex P**

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

Name of Administrative Staff: **NEVIN A. PACADA**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.76	x 70%	3.33
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.88	x 30%	1.46
<b>TOTAL NUMERICAL RATING</b>			<b>4.79</b>

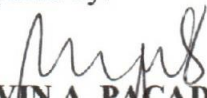
TOTAL NUMERICAL RATING:

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

ORM (IPCR)

"Exhibit B"

I, **Nevin A. Pacada**, 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, 2019.

**NEVIN A. PACADA**

Ratee

Approved: **REMBERTO A. PATINDOL**

Head of Unit

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO1: Administrative Support Services	No. of docs./items received/picked up and sent/delivered to addressee	Picks up/receives from or sends/delivers docs./items to addressee	165	245	4	5	5	4.67	
	No. of hours assistance to guests who come to Cebu on OB	Assists guests who travel to Cebu for official business	98	130	5	5	5	5.00	
	No. of replenishment docs. submitted, and monthly cash receipts/ disbursements recorded	Prepares and submits replenishment docs, and maintains monthly cash receipts for office and cash disbursements for lodging	34	46	4	5	5	4.67	
MFO2: Efficient, Timely, & Effective Procurement Support Services	No. of RFQ's, POs, checks, and ACICs received, served and retrieved from suppliers	Checks, selects, and serves to/retrieves from potential suppliers procurement docs. received from VSU-Main	280	300	5	4	4	4.33	
	No. of RFQ's, POs, AOQs, transmittals, and List of Checks scanned to PDF	Scans RFQs, POs, AOQs, transmittals, and List of Checks to PDF for e-filing	205	239	5	5	4	4.67	
	No. of quoted RFQs, POs and AOQs checked, evaluated and signed	Checks, evaluates, and signs quoted RFQs, POs, and AOQs	175	216	5	5	5	5.00	
	No. of invoices/ORs issued with items purchased & picked up	Picks up/handcarries urgent purchased items with issued invoice(s)/OR	101	155	5	5	5	5.00	
	No. of invoices received for items delivered, inspected and recorded	Receives and inspects(per specs) deliveries with invoice & records items in logbook	74	90	4	5	5	4.67	
	No. of transmittals received with items from VSU-Main	Receives incoming transmittals with individual items indicated in it checked	21	27	5	4	5	4.67	
	No. of transmittals with items prepared for shipment	Prepares transmittals by encoding, including checking, marking & packing items for shipment	35	47	5	5	5	5.00	
	No. of RFQs, POs, and for-repair equipment monitored	Records, monitors, and follows up for RFQs, POs, and equipment for repair	345	390	5	4	4	4.33	



MFO3: Efficient and Customer-Friendly Lodging and Liaisoning Services	No. of hours of maintenance/utility works	Assist in installing/repairing fixtures/equipment with minor problems, including plumbing	80	210	5	4	5	4.67	
	No. of hours of liaisoning works	Liaises between VSU staff and Cebu institutions /organizations/personalities for requested clearances, applications, info, items, etc.	28	35	5	5	5	5.00	
MFO4: Innovations and Best practices	No. of records encoded in database	Encodes data records of POs, RFQs, transmittals, and checks in database	275	305	5	5	4	4.67	
	No. of messages made from follow-ups and queries	Communicates payment follow-ups, queries on requests thru email, text, or messenger	100%	100%	5	5	5	5.00	
Total Over-all Rating								71.33	
Average Rating (Total Over-all rating divided by # 15)				4.76	Comments & Recommendations for Developmental Purposes: Recommended to attend training on procurement-related activities that are entered into PhilGeps				
Additional Points: Punctuality Approved Additional points (with copy of approval)				4.76					
FINAL RATING ADJECTIVAL RATING				Outstanding					

Received by:

Calibrated by:

Recommending Approval:

Approved by:

\_\_\_\_\_  
Planning Office

  
**REMBERTO A. PATINDOL**  
PMT

  
**REMBERTO A. PATINDOL**  
OVPAF

  
**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: NEVIN A. PACADA

Position: ADMINISTRATIVE AIDE VI

**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		57				



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						83				
Average Score						4.88				

Overall recommendation : \_\_\_\_\_

  
**REMBERTO A. PATINDOL**  
 Name of Head

## 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: 2

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Coaching	Discuss with staff regarding disposal of materials from old VCO building.				Date of disposal is tentatively scheduled this January.

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

Conducted by:

Noted by:

  
**REMBERTO A. PATINDOL**  
 Immediate Supervisor



  
**EDGARDO E. TULIN**  
 Next Higher Supervisor

Exhibit L

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: NEVIN A. PACADA  
Performance Rating: July 1 to December 31, 2019

Signature: 

Aim: To enhance his knowledge on new procurement guidelines, ISO awareness, and cyber security

Proposed Interventions to Improve Performance:

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

First Step:

Send him to attend seminar on pre-procurement

Send him to attend seminar on ISO awareness

Send him to attend seminar on cyber security

Result:

Attended pre-procurement seminar on July 29, 2019 at OVPAF Conference Room

Attended seminar on ISO awareness on July 30, 2019 at RDE Conference Hall

Attended seminar on cyber security on December 18-19, 2019 at VSU Convention Hall


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

Next Step:

Outcome: Applied the knowledge learned on how to correctly specify requested items; how to make procedures, and process flows; how to protect office files and systems from hacking, etc.

Final Step/Recommendation:

Prepared by:

  
**REMBERTO A. PATINDOL**  
Unit Head