



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.60	70%	3.22
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.52	30%	1.35
TOTAL NUMERICAL RATING			4.57

TOTAL NUMERICAL RATING: 4.57

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.57

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:


NEVIN A. PACADA

Name of Staff

Reviewed by:


RYSAN C. GUINOCOR

Director, ASO

Recommending Approval:


RYSAN C. GUINOCOR

Director, ASO


Approved:


DANIEL LESLIE S. TAN

VP for Admin. & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Nevin A. Pacada**, 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, 2023.


NEVIN A. PACADA
Ratee

Approved:


RYSAN C. GUINOCOR
Head of Unit

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
STO1: ISO 9001:2015 aligned documents and compliant processes	Percentage of clients served rated the services received at least very satisfactory or higher	Serves customer survey form to clients after service has been rendered	95	98	4	5	4	4.33	
	No. of reports/for replenishments and payroll documents submitted to IGP, COA, and Accounting	Prepares reports on lodging, cash receipts and cash disbursements; for replenishments and payroll documents	45	59	5	5	4	4.67	
STO 3: ARTA-aligned frontline services	Efficient & customer friendly frontline service	Provides customer friendly customer service	0 complaint	0 complaint	5	4	5	4.67	
STO 4: Innovations & New Best Practices	No. of new systems/innovations/proposals introduced and implemented	Introduces and implements new systems/innovations/proposals	2	4	4	5	5	4.67	
GASS 1: VSU-Cebu Operation and Management	Percentage of RFQ's, POs, checks, ACICs, NTPs, and NOAs received, served and retrieved from suppliers	Checks, selects, and serves to/retrieves from potential suppliers procurement docs. received from VSU-Main	100%	87	4	5	4	4.33	
	Percentage of RFQ's, POs, transmittals, and List of Checks scanned to PDF	Scans RFQs, POs, transmittals, and List of Checks to PDF for e-filing	100%	83	5	4	5	4.67	
	Percentage of quoted RFQs, and POs checked, evaluated and signed	Checks, evaluates, and signs quoted RFQs, and POs	100%	150	4	4	5	4.33	
	No. of invoices/ORs issued with items purchased & picked up	Picks up/handcarries urgent purchased items with issued invoice(s)/OR	10	15	5	4	5	4.67	
	No. of invoices received for items delivered, inspected and recorded	Receives and inspects(per specs) deliveries with invoice & records items in logbook	25	38	4	5	5	4.67	
	No. of transmittals received with items from VSU-Main	Receives incoming transmittals with individual items indicated in it checked	25	29	4	5	5	4.67	
	No. of transmittals with items prepared for shipment	Prepares transmittals by encoding, including checking, marking & packing items for shipment	45	51	4	5	5	4.67	
	No. of RFQs, POs, and for-repair equipment monitored	Records, monitors, and follows up for RFQs, POs, and equipment for repair	40	65	5	4	5	4.67	

No. of linkages with external agencies maintained	Maintains linkages with external agencies	3	3	4	5	5	4.67	
No. of staff meetings presided/ conducted to discuss problems & solutions	Presides/Conducts meetings with staff	5	6	4	5	4	4.33	
No. of minutes of meetings prepared	Prepares minutes of staff meetings	5	6	4	5	4	4.33	
No. of liaisoning services requested from the main campus facilitated/ complied	Facilitates/complies liaisoning services as requested from the main campus	5	7	5	5	5	5.00	
No. of assistance to guests on official travel in Cebu facilitated/complied	Assists guests on official travel in Cebu as requested	15	32	4	5	5	4.67	
No. of guests welcomed and registered	Welcomes and registers guests for lodging	250	474	5	4	5	4.67	
No. of ORs issued in lodging	Issues OR for lodgers upon check out	150	316	5	4	5	4.67	
No. of maintenance/minor repair services performed	Assists/performs maintenance/minor repairs	10	15	5	4	5	4.67	
Total Over-all Rating							92.00	

Average Rating (Total Over-all rating divided by # 20)

Additional Points:

Punctuality

Approved Additional points (with copy of approval)

FINAL RATING

ADJECTIVAL RATING

Comments & Recommendations for Developmental Purposes:

TO ATTEND TRAINING
ENTITLED: "TOWARDS
EFFECTIVE MANAGERIAL
COMPETENCIES"

Evaluated and Rated by:

RYSAN C. GUINOCOR

Director, ODAS

Recommending Approval:

RYSAN C. GUINOCOR

Director, ODAS

Approved by:

DANIEL LESLIE S. TAN

VP for Admin and Finance

Date: _____

Date: 7/24/23

Date: _____

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January - June 2023**

Name of Staff: **Nevin A. Pacada**

Position: **Administrative Assistant II**


Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards the 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		92				
Average Score		4.5				

Overall recommendation : _____


RYSAN C. GUINOCOR
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: NEVIN A. PACADA
Performance Rating: January 1 to June 30, 2023

Signature: _____

Aim: 1. To orient on existing communication platform adopted by the University for its employees
2. To be aware about application of whole-of-government reengineering manual
3. To know about VSU brand book and centennial branding

Proposed Interventions to Improve Performance:

Date: January 1, 2023 Target Date: June 30, 2023

First Step:

Attended: 1) Virtual Orientation-Workshop on Communication Platforms of VSU Employees on January 11, 2023;

2) Virtual Awareness Seminar on Proper Application of Whole-of-Government Reengineering Manual on January 26, 2023

3) Virtual Orientation on VSU Brand Book & Centennial Branding on March 1, 2023

Result: Knowledge on how to create, post, and navigate in Gmail workspaces as the new communication platform for announcements and events

Awareness about existing mechanisms of the government in streamlining government offices' processes in order to be efficient and productive

Awareness on launced VSU brand book, about logos, fonts, and forms for VSU and its departments, offices, centers, and campuses


Date: _____ Target Date: _____

Next Step:

Outcome:

Final Step/Recommendation:

Prepared by:


RYSAN C. GUINOCOR
Unit Head