



**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	4.61	70%	3.23
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.41	30%	1.02
<b>TOTAL NUMERICAL RATING</b>			<b>4.25</b>

TOTAL NUMERICAL RATING: 4.25


Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING:           

FINAL NUMERICAL RATING 4.25

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:

  
**ELWIN JAY V. YU**  
VP for Admin. & Finance





IPCR-2024-1211-240266

"Exhibit B"

## INDIVIDUAL PERFORMANCE COMMITMENT &amp; 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 - December 31, 2024.

  
**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 <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
1: 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						
	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	93						
STO 3: ARTA-aligned frontline services	Efficient & customer friendly frontline service	Provides customer friendly customer service	0 complaint						
STO 4: Innovations & New Best Practices	No. of new systems/innovations/ proposals introduced and implemented	Submit and comply all requirements for quality procedures for approval	2						
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%						
	Percentage of RFQ's, POs, transmittals, and List of Checks scanned to PDF	Scans RFQs, POs, AOQs, transmittals, and List of Checks to PDF for e-filing	100%						
	Percentage of quoted RFQs, and POs checked, evaluated and signed	Checks, evaluates, and signs quoted RFQs, and POs	100%						
	No. of invoices/ORs issued with items purchased & picked up	Picks up/handcarries urgent purchased items with issued invoice(s)/OR	20						
	No. of invoices received for items delivered, inspected and recorded	Receives and inspects(per specs) deliveries with invoice & records items in logbook	30						
	No. of transmittals received with items from VSU-Main	Receives incoming transmittals with individual items indicated in it checked	38						
	No. of transmittals with items prepared for shipment	Prepares transmittals by encoding, including checking, marking & packing items for shipment	70						
	No. of RFQs, POs, and for-repair equipment monitored	Records, monitors, and follows up for RFQs, POs, and equipment for repair	80						



	No. of linkages with external agencies maintained	Maintains linkages with external agencies	3						
	No. of staff meetings presided/ conducted to discuss problems & solutions	Presides/Conducts meetings with staff	11						
	No. of minutes of meetings prepared	Prepares minutes of staff meetings	11						
	No. of liaisoning services requested from the main campus facilitated/ complied	Facilitates/complies liaisoning services as requested from the main campus	21						
	No. of assistance to guests on official travel in Cebu facilitated/complied	Assists guests on official travel in Cebu as requested	21						
	No. of guests welcomed and registered	Welcomes and registers guests for lodging	25						
	No. of guest reservations taken	Receives lodging guest reservations	210						
	No. of ORs issued in lodging	Issues OR for lodgers upon check out	541						
	No. of deposits made from lodging collection	Deposits lodging collection per COA rules to be deposited intact on the following working day	35						
	No. of maintenance/minor repair services performed	Assists/performs maintenance/minor repairs	15						
<b>Total Over-all Rating</b>								<b>0.00</b>	
<b>Average Rating (Total Over-all rating divided by # 19)</b>					<b>0.00</b>	<b>Comments &amp; Recommendations for Developmental Purposes:</b>			
<b>Additional Points:</b>									
<b>Punctuality</b>									
<b>Approved Additional points (with copy of approval)</b>									
<b>FINAL RATING</b>					<b>0.00</b>				
<b>OBJECTIVE RATING</b>									

Evaluated and Rated by:


  
**RYSAN C. GUINOCOR**  
 Director, ODAS

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

1 - Quality  
 2 - Efficiency

3 - Timeliness  
 4 - Average

Recommending Approval:

  
**RYSAN C. GUINOCOR**  
 Director, ODAS

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

Approved by:

  
**ELWIN JAY V. YU**  
 VP for Admin and Finance

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

# 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: FELISA C. RAMADA


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b> Requested to remind each walk-in guest to make prior lodging reservation to ensure room space; Required to monitor the quality of laundry with service provider in terms of stubborn dirt; Check with each no. of OR booklet if complete with white, pink, and green copies; Advised not to allow guest to bring pet in guestroom; Insisted to issue OR immediately to guest upon check-out		March 28, 2024 Office Meeting  April 29, 2024 Office Meeting  June 26, 2024 Office Meeting			
<b>Coaching</b> Required to be ready with all filled-up guest registration and collection 9:am for double checking and preparation for remittance Instructed to double check in requiring lodging guest to fill up mandatory info in guest registration form; Asked to coordinate with other employees when planning dates of leave;		April 29, 2024 Office Meeting  May 27, 2024 Office Meeting			

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

Conducted by:

  
**NEVIN A. PACADA**  
 Immediate Supervisor

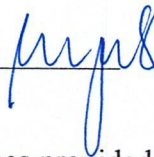
Noted by:

  
**RYSAN C. GUINOCOR**  
 Next Higher Supervisor



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **NEVIN A. PACADA**  
Performance Rating: **January 1 to June 30, 2024**

Signature: 

Aim: 1. To learn about the existing guidelines and procedures on services provided by Administrative Services Office

Proposed Interventions to Improve Performance:

Date: **January 1, 2024** Target Date: **June 30, 2024**

First Step:

Attended: 1) Orientation of Guideliness and Procedures on Processes/Services of the Offices under Administrative Services Offices;

Result: Shared as resource person about the VCO's existing quality procedures and learnt about the other offices procedures and concerns

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

Next Step:


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Outcome:

Final Step/Recommendation:

Prepared by:

  
**RYSAN C. GUINOCOR**  
Unit Head





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2024

Name of Staff: Nevin A. Pacada

Position: Administrative Assistant II

**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.**

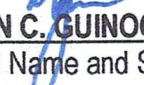
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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						42
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>						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						16
Average Score						3.41

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

  
**RYSAN C. GUINOCOR**  
 Printed Name and Signature  
 Head of Office