Annex P

COMPUTATION OF FINAL INDIVIDUAL RATINGFOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **NevinA. Pacada**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.72	x 70%	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.76	x 30%	1.42
		TOTAL NUMERICAL RATING	**4.72**

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

"Exhibit B"

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

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, 2017.

NEVIN A. PACADA
Ratee

REMBERTO A. PATINDOL
Head of Unit

RECEIVED
DATE: 6/7/18
BY:

Approved: EDGARDO E. TULIN
President

Personnel Composition	*Position Title/Designation*	*Number*
Head	Office Head/Admin. Aide VI	1
Regular Administrative Staff	Admin. Aide III	1
Casual Staff	Admin. Aide I	1
	Total:	3

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

General Administrative and Support Service

MFOs/PAPs		Success Indicator	Unit/Persons Responsible	Target	Actual Accomplishments	Percentage of Accomplishments	Rating Q 1	Rating E 2	Rating T 3	Rating A 4	Remarks
UMFO6 : General Administrative and Support Services											
VPAF MFO 10 :	**VSU-Cebu Operation and Mgt.**										
VCO MFO1 :	**Admin. Support Services**	**PI 1:** Zero complaints from clients service	All VSU-CO staff	100%	100%	100%	4	4	5	4.33	
		PI 2: No. of docs./items shipped/picked up from the pier & checked	Nevin A. Pacada Mike B. Pausanos	2,205	3,100	141	5	5	5	5.00	
		PI 3: No. of financial reports(lodging and replenishment) prepared and submitted	Nevin A. Pacada	18	29	161	5	5	4	4.67	
		PI 4: No. of transmittals and shipments to/from main campus made/received	Nevin A. Pacada Mike B. Pausanos	72	94	131	5	5	5	5.00	
		PI 5: No. of biddings/meetings in Cebu facilitated	All VSU-CO staff	6	10	167	5	5	5	5.00	
		PI 6: No. of external linkages in Cebu maintained	Nevin A. Pacada	3	3	100	5	4	5	4.67	
VCO MFO2:	**Procurement Mgt. & Monitoring**	**PI 1:** No. of procurement docs.(RFQ, PO, check, VAT certificate issued, AOD, & ACIC served and fully acted	Nevin A. Pacada Mike B. Pausanos	950	1,630	172	5	4	4	4.33	
		PI 2: No. of urgently needed items purchased/picked up and shipped to main campus	Nevin A. Pacada Mike B. Pausanos	295	430	146	5	5	5	5.00	
VCO MFO3:	**Lodging Accomodation Services**	**PI 1:** No. of guests served and accomodated in the guest house	All VSU-CO staff	335	389	116	4	5	5	4.67	
		PI 2: No. of hours of maintenance/utility work	Nevin A. Pacada Mike B. Pausanos	125	210	168	5	4	5	4.67	
Total Over-all Rating										47.33	
		Average Rating (Total Over-all rating divided by 4)								4.73	
		Additional Points:									
		Punctuality									
		Approved Additional points (with copy of approval)									
		FINAL RATING								4.73	
		ADJECTIVAL RATING								**Outstanding**	

Received by:
Planning Office
Date: _____

Calibrated by:
REMBERTO A. PATINDOL
PMT
Date: _____

REMBERTO A. PATINDOL
Vice President
Date: _____

Approved by:
EDGARDO E. TULIN
President
Date: _____

1 - Quality
2 - Efficiency
3 - Timeliness
4 - Average

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW F[illegible] (IPCR)

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, 2017.

NEVIN A. PACADA
Ratee

Approved:

REMBERTO A. PATINDOL
Head of Unit

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Actual Accomplishment	Rating				Remarks
				Q[1]	E[2]	T[3]	A[4]	
MFO1: Procurement Mgt. & Monitoring	No. of RFQ's, POs, checks, and ACICs served and retrieved from suppliers	440	723	5	4	4	4.33	
	No. of RFQ's, POs, AOQs, and transmittals encoded/scanned to PDF for e-filing	401	611	5	5	5	5.00	
	No. of quoted RFQs, POs and AOQs checked, evaluated and signed	1201	1,450	5	5	5	5.00	
	No. of invoices/CIRs issued with purchased items & picked up	90	132	5	5	5	5.00	
	No. of invoices received for items delivered, inspected and recorded	70	130	5	5	5	5.00	
	No. of transmittals received with items from VSU-Main	41	49	5	4	5	4.67	
	No. of transmittals with items prepared for shipment	40	52	5	5	5	5.00	
	No. of RFQs, POs, and for-repair equipment monitored	560	720	5	4	4	4.33	
MFO2: Admin. Support & Services	No. of docs./items received/picked up and sent/delivered to addressee	120	151	5	5	4	4.67	
	No. of hours assistance to guests who come to Cebu on OB	120	201	5	5	5	5.00	
	No. of replenishment docs. prepared	15	24	4	5	4	4.33	
	No. of hours of maintenance/ utility work	46	62	5	4	4	4.33	
Total Over-all Rating							**56.67**	
	Average Rating (Total Over-all rating divided by 4)						**4.72**	
	Additional Points:							
	Punctuality							
	Approved Additional points (with copy of approval)							
	FINAL RATING						**4.72**	
	ADJECTIVAL RATING						**O**	

Received by:

_____
Planning Office
Date: _____

Calibrated by:

REMBERTO A. PATINDOL
PMT
Date: _____

Recommending Approval:

REMBERTO A. PATINDOL
OVPAF
Date: _____

Approved by:

EDGARDO E. TULIN
President
Date: _____

1 - Quality
2 - Efficiency
3 - Timeliness
4 - Average

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2017

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	4.88.58				
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	2
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	23				
Average Score	4.76				

Overall recommendation : _____

REMBERTO A. PATINDOL
Head of Unit