



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MIKE B. PAUSANOS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.48	70%	3.14
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.25	30%	1.28
	TOTAL NUMERICAL RATING		4.42

TOTAL NUMERICAL RATING: 4.42


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

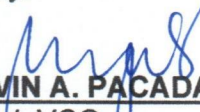
FINAL NUMERICAL RATING 4.42

ADJECTIVAL RATING: **Very Satisfactory**


Prepared by:


MIKE B. PAUSANOS
Name of Staff

Reviewed by:


NEVIN A. PACADA
Head, VCO

Recommending Approval:


LOURDES B. CANO
Director, ODAS

Approved:


REMBERTO A. PATINDOL
VP for Admin. & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Mike B. Pausanos**, 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 July 1 - December 31, 2020.

M. P.
MIKE B. PAUSANOS
Ratee

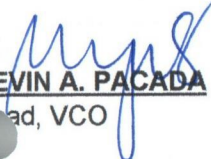
Approved:

N. A. Pacada
NEVIN A. PACADA
Head of Office

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
STO1: ISO 9001:2015 aligned documents and complaint processes	Percentage of clients served rated the services received at least very satisfactory or higher	Provides services to clients in terms of procurement, lodging, liasoning, etc.	95	100	5	5	4	4.67	
STO 2: ARTA-aligned frontline services	Efficient & customer friendly frontline service	Provides customer friendly customer service	0 compl	0 complaint	5	5	4	4.67	
STO 3: Innovations & New Best Practices	Percentage of messages made from queries on procurement requests	Communicates queries on requests thru text/calls/IP	100%	100%	5	5	4	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%	182	4	5	4	4.33	
	No. of invoices/ORs issued with items purchased & picked up	Picks up/handcarries urgent purchased items with issued invoice(s)/OR	51	70	5	4	5	4.67	
	No. of invoices received for items delivered, inspected, and recorded	Receives and inspects(per specs) deliveries with invoices & records items in logbook	15	20	4	4	4	4	
	No. of trip tickets issued to pick up/ send transmittals with items	Prepares trip tickets to pick up shipment or to send prepared transmittal with items to pier	50	66	4	5	5	4.67	
	No. of linkages with external agencies maintained	Maintains linkages with external agencies	2	3	5	4	5	4.67	
	No. of liaisoning services requested from the main campus facilitated/ complied	Facilitates/complies liaisonging services as requested from the main campus	20	26	5	4	4	4.33	
	No. of incoming guests assisted at the lodging house	Assists in carrying luggage, finding taxi, handing over linens to guests, etc.	1	1	4	4	5	4.33	
	No. of docs. picked up/delivered from sender/to addressee	Picks up/Receives from or sends/delivers docs./items to addressee	21	30	4	4	5	4.33	
	No. of boat tickets purchased for official guests	Buys boat tickets for official guests who are in transit in Cebu City	2	3	4	4	5	4.33	
	No. of weekly general cleaning services of the VCO premises perform	Participates in the weekly general cleaning service	4	5	5	4	4	4.33	
	No. of maintenance/minor repair services performed	Assists/performs maintenance/minor repairs	6	10	5	5	4	4.67	

Total Over-all Rating								62.67	
Average Rating (Total Over-all rating divided by 14)		4.48		Comments & Recommendations for Developmental Purposes: To attend customer service trainings & ISO 9001:2015 awareness training and other development interventions.					
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)		4.48							
FINAL RATING		Very Satisfactory							
ADJECTIVAL RATING									

Evaluated and Rated by:


NEVIN A. PACADA
 Head, VCO

Date: _____

- 1 - Quality
- 2 - Efficiency

- 3 - Timeliness
- 4 - Average

Recommending Approval:


LOURDES B. CANO
 Director, ODAS

Date: _____

Approved By:


REMBERTO A. PATINDOL
 VP for Admin and Finance

Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July 1 – December 31, 2020**

Name of Staff: **MIKE B. PAUSANOS** Position: **Administrative Aide III**

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		51				

Total Score		51				
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		4.25				

Overall recommendation :

NEVIN A. PACADA

Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MIKE B. PAUSANOS**
Performance Rating: **July 1 to December 31, 2020**

Signature: _____

Aim: To provide continuous and maintained transport service vehicle of VSU-Cebu Office

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step:

Request GSD to train him on minor repairs and maintenance of service vehicle

Result:

Not realized due to COVID-19 pandemic

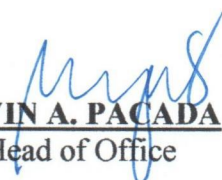
Date: _____ Target Date: _____

Next Step:

Outcome:

Final Step/Recommendation:

Prepared by:


NEVIN A. PACADA
Head of Office