

Annex P

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

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

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.30	x 70%	3.01
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.08	x 30%	1.22
<b>TOTAL NUMERICAL RATING</b>			<b>4.23</b>

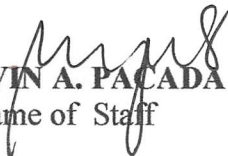
TOTAL NUMERICAL RATING:

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

HOW DIRTY IS LAUGER BECAUSE TO BE A TUNING  
THAT INTERESTS THEM.

Category	Item	Quantity	Unit Price	Total Price
Materials	Concrete	100	1.50	150.00
	Steel	50	3.00	150.00
Labor	Excavation	200	0.75	150.00
	Foundation	100	1.50	150.00
Equipment	Truck	10	1.50	15.00
	Generator	5	3.00	15.00
Miscellaneous	Tools	10	1.50	15.00
	Materials	50	0.30	15.00
Total				600.00

[illegible]

Normal Histology of  
Left Ventricle Wall

RECEIVED DIVISION  
JAN 10 1961

**Abstract**

RECEIVED  
JAN 10 1964

DATE: 2/19/2011  
TIME: 1:00 PM

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

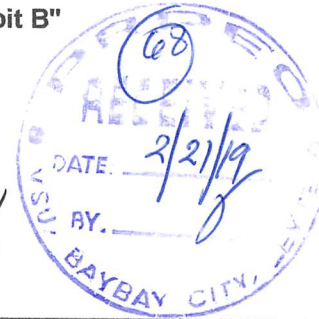
"Exhibit B"

I, **Mike B. Pausanos**, 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 January 1 - June 30, 2018.

*m.p*  
**MIKE B. PAUSANOS**  
Ratee

Approved:

*[Signature]*  
**NEVIN A. PACADA**  
Head of Office



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. picked up/delivered from sender/to addressee	Picks up/Receives from or sends/delivers docs./items to addressee	156	201	5	4	4	4.33	
	No. of hours driving for official guests with official transactions in Cebu	Drives official guests to their requested destinations while in Cebu	63	98	4	5	4	4.33	
	No. of boat tickets purchased for official guests	Buys boat tickets for official guests who are in transit in Cebu City	35	53	4	4	5	4.33	
MFO2: Efficient, Timely, and Effective Procurement Support Services	No. of RFQs, POs, checks, and ACICs served to and retrieved from suppliers	Checks, selects and serves to/retrieves from potential suppliers procurement docs. received from VSU-Main	565	653	4	4	4	4.00	
	No. of invoices/ORs issued with items purchased & picked up	Picks up/handcarries urgent purchased items with issued invoice(s)/OR	140	188	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	39	50	4	4	4	4.00	
	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	68	90	4	4	5	4.33	
MFO3: Efficient and Customer-Friendly Lodging and Liaisoning Services	No. of incoming guests assisted at the lodging house	Assists in carrying luggage, finding taxi, handing over linens to guests, etc.	3	6	5	4	5	4.67	
	No. of hours spent in cleaning/ utility works	Assists in cleaning public areas, plumbing, installing/repairing fixtures/equipment with minor problems	201	280	4	4	4	4.00	
	No. of hours liaisoning works	Liaises between VSU staff and Cebu institutions/organizations/personalities for requested clearances, applications, info, etc.	7	10	4	5	5	4.67	
MFO4: Innovations and Best practices	No. of messages made from queries on procurement requests	Communicates queries on requests thru text/calls	100%	100%	4	4	4	4.00	
<b>Total Over-all Rating</b>								<b>47.33</b>	
<b>Average Rating (Total Over-all rating divided by 11)</b>					<b>4.30</b>	<b>Comments &amp; Recommendations for Developmental Purposes:</b> Recommended to attend training on vehicle servicing			
<b>Additional Points:</b>									
<b>Punctuality</b>									
<b>Approved Additional points (with copy of approval)</b>									
<b>FINAL RATING</b>					<b>4.30</b>				
<b>ADJECTIVAL RATING</b>					<b>VS</b>				



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

3 - Timeliness

Received by: \_\_\_\_\_  
Planning Office


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

1. - Quality

Calibrated by: \_\_\_\_\_  
**REMBERTO A. PATINDOL**  
PMT  
Date:  \_\_\_\_\_  
3 - Timeliness

Recommending Approval:   
**REMBERTO A. PATINDOL**  
OVPAF

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

Approved By:   
**EDGARDO E. TULIN**  
President

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



## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY TO JUNE 2018

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	5	(4)	3	2	1

improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Total Score	49				
<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					
Average Score	4.08				

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

  
**Nevin A. Pacada**  
 Head of Office



PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
	3rd	
	4th	

Name of Office: VSU-CEBU OFFICE

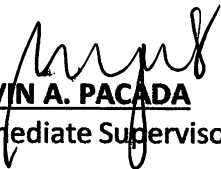
Head of Office: NEVIN A. PACADA

Number/Name of Personnel: MIKE B. PAUSANOS

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Regular monitoring of quoted RFQs				Improvement in canvassing
Coaching	Discussion on ways to identify and select appropriate suppliers on March 8, 2018	Partial disposal of items - waste and demolished parts of VSU-Cebu building on February 16, 2018			Requested disposal committee to conduct the selling of items on March 9, 2018  Prevents recanvassing of same items

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

Conducted by:

  
**NEVIN A. PACADA**  
Immediate Supervisor

Noted by:

  
**REMBERTO A. PATINDOL**  
Next Higher Supervisor



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MIKE B. PAUSANOS**  
Performance Rating: **January 1 to June 30, 2018**

Signature: m.p.

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

Proposed Interventions to Improve Performance:

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

First Step:

Attendance to training on vehicle servicing particularly on the to-be-procured brand new service vehicle of the Office

Result:

Knowledge & skills acquired from the requested training.

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

Next Step:

Outcome:

Final Step/Recommendation:

Prepared by:

NEVIN A. PACADA  
Head of Office

UNITED STATES GOVERNMENT

Office of Management and Administration  
Washington, D.C. 20503

1. To provide technical assistance and training to the Government of the Republic of the Philippines

2. To provide technical assistance and training to the Government of the Republic of the Philippines

3. To provide technical assistance and training to the Government of the Republic of the Philippines

4. To provide technical assistance and training to the Government of the Republic of the Philippines

5. To provide technical assistance and training to the Government of the Republic of the Philippines

6. To provide technical assistance and training to the Government of the Republic of the Philippines

7. To provide technical assistance and training to the Government of the Republic of the Philippines

8. To provide technical assistance and training to the Government of the Republic of the Philippines

9. To provide technical assistance and training to the Government of the Republic of the Philippines

10. To provide technical assistance and training to the Government of the Republic of the Philippines

UNITED STATES GOVERNMENT  
WASHINGTON, D.C. 20503