



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	4.40	70%	3.08
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.17	30%	1.25
	TOTAL NUMERICAL RATING		4.33

TOTAL NUMERICAL RATING: 4.33

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.33

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

M. B.
MIKE B. PAUSANOS
Name of Staff

Reviewed by:

Nevin A. Pacada
NEVIN A. PACADA
Department/Office Head

Approved:

Remberto A. Patindol
REMBERTO A. PATINDOL
Vice President

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 January 1 - June 30, 2020.

MIKE B. PAUSANOS

Ratee

Approved:

NEVIN A. PACADA

Head of Office

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
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	15	20	4	5	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	20	30	5	5	4	4.67	
	No. of boat tickets purchased for official guests	Buys boat tickets for official guests who are in transit in Cebu City	0	0	0	0	0	0.00	None due to COVID-19
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	230	259	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	15	25	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	4.00	
	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	40	52	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.	8	12	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	198	275	5	5	4	4.67	
	No. of hours liaisoning works	Liaises between VSU staff and Cebu institutions/organizations/personalities for requested clearances, applications, info, etc.	15	50	4	5	4	4.33	
MFO4: Innovations and Best practices	No. of messages made from queries on procurement requests	Communicates queries on requests thru text/calls/IP	100%	100%	5	4	4	4.33	
Total Over-all Rating								44.00	
Average Rating (Total Over-all rating divided by 10)				4.40	Comments & Recommendations for Developmental Purposes: Recommended to attend strategic planning ROAM, and OTP workshops				
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING				4.40					
ADJECTIVAL RATING				Very Satisfactory					

R

Calibrated by:


REMBERTO A. PATINDOL
PMT

Date: _____

1 - Quality
2 - Efficiency


3 - Timeliness
4 - Average

Recommending Approval:


REMBERTO A. PATINDOL
OVPAF

Date: _____

Approved By:


EDGARDO E. TULIN
President

Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January – June, 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		50				

Total Score		50				
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		4.17				

Overall recommendation : _____

NEVIN A. PACADA

Printed Name and Signature
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, and other procurement documents				
Coaching	Teach the procedure to follow while conducting visitor to desired destinations				Cellphone should always be fully charged ahead of travel time and visitor calls should be responded promptly

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, 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