

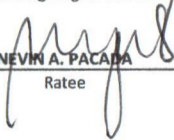
OP 11639  
R-18-17

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

"Exhibit B"

9/8

I, **Nevin A. Pacada**, of the **VSU-Cebu Office**, commit to deliver and to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1 - June 30, 2017.

  
**NEVIN A. PACADA**  
Ratee

- for:   
**REMBERTO A. PATINDOL**  
Head of Unit

OIL 13 Dec 17

Approved:   
**EDGARDO E. TULIN**  
President

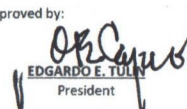
Personnel Composition	Position Title/Designation	Number	Rating Equivalents:
Head	Office Head/Admin. Aide VI	1	5 - Outstanding
Regular Administrative Staff	Admin. Aide III	1	4 - Very Satisfactory
Casual Staff	Admin. Aide I	1	3 - Satisfactory
<b>Total:</b>		<b>3</b>	2 - Fair
			1 - Poor

MFOs/PAPs	Success Indicator	Unit/Persons Responsible	Target	Actual Accomplishments	Percentage of Accomplishments	Rating				Remarks
						Q 1	E 2	T 3	A 4	
<b>General Administrative and Support Service</b>										
<b>UMFO6 : General Administrative and Support Services</b>										
<b>VPAF MFO 10 : VSU-Cebu Operation and Mgt.</b>										
<b>VCO MFO1 : Admin. Support Services</b>	<b>PI 1:</b> Zero complaints from clients service	All VSU-CO staff	100%	100%	100%	4	4	5	4.33	
	<b>PI 2:</b> No. of docs./items shipped/picked up from the pier & checked	Nevin A. Pacada Mike B. Pausanos	2,305	2,905	126	5	5	5	5.00	
	<b>PI 3:</b> No. of financial reports (lodging and replenishment) prepared and submitted	Nevin A. Pacada	16	26	163	5	5	4	4.50	
	<b>PI 4:</b> No. of transmittals and shipments to/from main campus made/received	Nevin A. Pacada Mike B. Pausanos	60	94	157	5	5	5	5.00	
	<b>PI 5:</b> No. of biddings/meetings in Cebu facilitated	All VSU-CO staff	5	7	140	5	4	5	4.67	
	<b>PI 6:</b> No. of external linkages in Cebu maintained	Nevin A. Pacada	3	5	167	5	4	5	4.67	
<b>VCO MFO2: Procurement Mgt. &amp; Monitoring</b>	<b>PI 1:</b> No. of procurement docs.(RFQ, PO, check, VAT certificate issued, AOQ, & ACIC served and fully acted	Nevin A. Pacada Mike B. Pausanos	880	1,150	131	5	4	4	4.33	
	<b>PI 2:</b> No. of urgently needed items purchased/picked up and shipped to main campus	Nevin A. Pacada Mike B. Pausanos	220	345	157	5	4	5	4.67	
<b>VCO MFO3: Lodging Accomodation Services</b>	<b>PI 1:</b> No. of guests served and accomodated in the guest house	Nevin A. Pacada Lenita L. Caintic	310	380	123	4	5	5	4.67	
	<b>PI 2:</b> No. of hours of maintenance/utility work	Nevin A. Pacada Mike B. Pausanos Lenita L. Caintic	312	472	151	4	4	5	4.33	
<b>Total Over-all Rating</b>									46.17	
<b>Average Rating (Total Over-all rating divided by 4)</b>									4.62	
<b>Additional Points:</b>										
<b>Punctuality</b>										
<b>Approved Additional points (with copy of approval)</b>										
<b>FINAL RATING</b>									4.62	
<b>ADJECTIVAL RATING</b>									VS	

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

Calibrated by:   
- for: **REMBERTO A. PATINDOL**  
PMT

  
- for: **REMBERTO A. PATINDOL**  
Vice President

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

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