



*[Signature]*  
EDUARDO E. TULIN

President

Head of Unit

Date:

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

MFO	Success Indicators	Persons Responsible	2018 Target	Percentage of Accomplishments	Actual Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
OFFICE OF THE UNIVERSITY/BOARD SECRETARY										
Efficient and customer friendly frontline service	Zero percent complaint from client served	DMTudtud, VVBalbarino, ADIsrael	0%	0%	0%	5	NA	NA	5	
Meetings Organized and Facilitated	Number of meetings successfully undertaken	DMTudtud, VVBalbarino, ADIsrael	4 meetings	100%	4	5	5	5	5	
	- Board of Regents									
	- University Administrative Council									
	- University Academic Council									
	100% of BOR materials successfully distributed 7 days before the meeting	DMTudtud	2 Official Trips	200%	4	5	5	5	5	
BOR Finance Committee	DMTudtud	2 meetings	100%	2	5	5	5	5		
Documents Prepared attendant to Meetings:	Number of completed documents prepared within 7 working days before scheduled meeting	DMTudtud, VVBalbarino, ADIsrael	50 items	182%	91	5	5	5	5	
* Proposals for action	- Board of Regents									
	- University Administrative Council									
	- University Academic Council									
	- BOR Finance Committee Meeting									



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Information Dissemination	Number of BOR resolutions and materials disseminated to appropriate offices within 5 working days from date of BOR Chairman signed the Resolution	DMTudtud, VVBalbarino, ADIsrael	1,000 pages	124%	1,236	5	5	5	5	
	Number of BOR resolutions/ documents released within 2 days from receipt of request		500 pages	104%	520	5	5	5	5	
Performance of Other Functions Assigned by the President	Number of other assigned tasks completed before the deadline									
	* Attendance to Special/Standing University Committee Meetings	DMTudtud	5 meetings attended	100%	5	5	5	5	5	
	* In support of the Office of the University Registrar									
	1) Signing of Diplomas	DMTudtud	1,000 diplomas	275%	2,750	5	5	5	5	
	2) Lay-out Graduation Program	ADIsrael	40 pages	125%	50	5	5	5	5	
	3) Making of Commencement Exercises Ribbons	VVBalbarino, ADIsrael	2,000 ribbons	140%	2,800	5	5	5	5	
	4) Lay-outing of VSU Manuals	ADIsrael	2 manuals	100%	2	5	5	5	5	
Total Over-all Rating						85	80	80	85	
Average Rating						5	5	5	5	
Adjectival Rating						Outstanding				

Received by:

Calibrated by:

Recommending Approval:

Approved by:

REMBERTO A. PATINDOL

FRANCISCO A. GABUNADA, JR.

EDGARDO E. TULIN

Planning Office

PMT

Executive Assistant

President

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

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

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

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

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