

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **Nevin A. Pacada**, 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.

NEVIN A. PACADA

Ratee

REMBERTO A. PATINDOL

Head of Unit

Approved:

EDGARDO E. TULIN

President

Personnel Composition	Position Title/Designation	Number
Head	Office Head/Admin. Assistant II	1
Regular Administrative Staff	Admin. Aide III	1
Total:		2

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

General Administrative and Support Service

MFOs/PAPs			Success Indicator	Unit/Persons Responsible	Target	Actual	Percentage of Accomplishments	Rating				Remarks
								Q 1	E 2	T 3	A 4	
UMFO6 : General Administrative and Support Services												
VPAF MFO 11:		VSU-Cebu Operation and Mgt.										
VCO MFO1 :	Administrative Support Services	PI 1: Zero complaints from clients service	All VSU-CO staff	100%	100%	100%	5	4	4	4.33		
		PI 2: No. of docs./items shipped/picked up from the pier and checked	Nevin A. Pacada	980	1,250	128	5	5	5	5.00		
		PI 3: No. of financial docs(lodging, replenishment, and payroll) prepared, recorded, and submitted	Nevin A. Pacada	48	51	106	5	4	4	4.33		
		PI 4: No. of transmittals and shipments to/from main campus made/received	Nevin A. Pacada	50	52	104	5	5	4	4.67		
VCO MFO2:	Efficient, Timely, and Effective Procurement Support Services	PI 1: No. of procurement docs.(RFQ, PO,check, VAT certificate, AOQ, & ACIC served and fully acted	Nevin A. Pacada Mike B. Pausanos	90%	100%	111	4	4	4	4.00		
		PI 2: No. of urgently needed items purchased/ picked up and shipped to main campus	Nevin A. Pacada Mike B. Pausanos	95%	100%	105	5	5	5	5.00		

VCO MFO3:	Efficient and Customer-Friendly Lodging and Liaisoning Services	PI 1: No. of guests served and accomodated in the lodging house	All VSU-CO staff	130	157	121	5	4	5	4.67	
		PI 2: No. of hours of maintenance/utility works	Nevin A. Pacada Mike B. Pausanos	350	470	134	5	5	4	4.67	
		PI 3: No. of hours as liaison between VSU staff & Cebu institutions/organizations/personalities for requested clearances, applications, info, items, etc.	Nevin A. Pacada Mike B. Pausanos	45	68	151	5	5	5	5.00	
VCO MFO4:	Innovations & Best Practices	PI 2: No. of documents automated in populating data entries using advanced Excel formulas and VBA	Nevin A. Pacada	7	10	143	5	5	5	5.00	
Total Over-all Rating										46.67	
			Average Rating (Total Over-all rating divided by 10)				4.67				
			Additional Points:								
			Punctuality								
			Approved Additional points (with copy of approval)								
			FINAL RATING				4.67				
			ADJECTIVAL RATING				Outstanding				

Received by:



DANIEL LESLIE S. TAN

Director for Planning & Infra.
Projects and Dev. & Monitoring

Date: _____

Calibrated by:



REMBERTO A. PATINDOL

PMT

Date: _____

Recommending approval:



REMBERTO A. PATINDOL

Vice President

Date: _____

Approved by:



EDGARDO E. TULIN

President

Date: _____

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