

FEB 13 2019

## OFFICE PERFORMANCE COMMITMENT &amp; 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 July 1 - December 31, 2018.

  
**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. Aide VI	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%	4	4	5	4.33	
		PI 2: No. of docs./items shipped/picked up from the pier and checked	Nevin A. Pacada	2,710	3,105	115	5	5	5	5.00	
		PI 3: No. of financial reports(lodging and replenishment) prepared, recorded, and submitted	Nevin A. Pacada	18	24	133	5	4	4	4.33	
		PI 4: No. of transmittals and shipments to/from main campus made/received	Nevin A. Pacada	63	83	132	5	5	5	5.00	
		PI 5: No. of biddings/meetings in Cebu facilitated	All VSU-CO staff	9	12	133	4	4	5	4.33	
VCO MFO2:	Efficient, Timely, and Effective Procurement Support Services	PI 1: No. of procurement docs.(RFQ, PO,check, VAT certificate issued, AOQ, & ACIC served and fully acted	Nevin A. Pacada Mike B. Pausanos	980	1,318	134	5	4	4	4.33	
		PI 2: No. of urgently needed items purchased/picked up and shipped to main campus	Nevin A. Pacada Mike B. Pausanos	450	510	113	5	5	5	5.00	

VCO MFQ3:	Efficient and Customer-Friendly Lodging and Liaisoning Services	PI 1: No. of guests served and accomodated in the guest house	All VSU-CO staff	9	10	111	4	5	5	4.67		
		PI 2: No. of hours of maintenance/utility works	Nevin A. Pacada Mike B. Pausanos	345	410	119	5	4	4	4.33		
		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	20	25	125	5	5	5	5.00		
VCO MFO4:	Innovations & Best Practices	PI 1: No. of data records of POs, RFQs, transmittals, and checks encoded in database	Nevin A. Pacada	1,210	1,560	129	5	5	5	5.00		
		PI 2: No. of messages made from payment follow-ups & queries on requests sent thru email, text, or messenger	Nevin A. Pacada Mike B. Pausanos	100%	100%	100	5	5	5	5.00		
Total Over-all Rating										56.33		
		Average Rating (Total Over-all rating divided by 12)					4.69					
		Additional Points:										
		Punctuality										
		Approved Additional points (with copy of approval)										
		FINAL RATING					4.69					
		ADJECTIVAL RATING					Outstanding					

Received by:

Calibrated by:

Approved by:

\_\_\_\_\_  
Planning Office

  
**REMBERTO A. PATINDOL**  
PMT

  
**REMBERTO A. PATINDOL**  
Vice President

  
**EDGARDO E. TULIN**  
President

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

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

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

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

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