

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

"Exhibit B"

OP# 117 1/24/20

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, 2019.

*Nevin A. Pacada*  
**NEVIN A. PACADA**  
Ratee

*Remberto A. Patindol*  
**REMBERTO A. PATINDOL**

Head of Unit

Approved:

*Edgardo E. Tulin*  
**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

General Administrative and Support Service

Total: 2

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

MFOs/PAPs		Success Indicator		Unit/Persons Responsible	Target	Actual	Percentage of Accomplishments	Rating				Remarks
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	5	5	4.67	
		PI 2: No. of docs./items shipped/picked up from the pier and checked		Nevin A. Pacada	2,450	2,938	120	5	5	5	5.00	
		PI 3: No. of financial reports(lodging and replenishment) prepared, recorded, and submitted		Nevin A. Pacada	33	46	139	5	4	5	4.67	
		PI 4: No. of transmittals and shipments to/from main campus made/received		Nevin A. Pacada	67	96	143	5	5	5	5.00	
VCO MFO2:	Efficient, Timely, and Effective Procurement Support Services	PI 1: No. of procurement docs.(RFQ, PO,check, VAT certificate issued, AOO, & ACIC served and fully acted		Nevin A. Pacada	470	612	130	5	5	4	4.67	
		PI 2: No. of urgently needed items purchased/picked up and shipped to main campus		Nevin A. Pacada Mike B. Pausanos	400	498	125	5	4	5	4.67	



VCO MFO3:	Efficient and Customer-Friendly Lodging and Liaisoning Services	PI 1: No. of guests served and accommodated in the guest house PI 2: No. of hours of maintenance/utility works PI 3: No. of hours as liaison between VSU staff & Cebu institutions/organizations/personalities for requested clearances, applications, info, items, etc.	All VSU-CO staff	1.5	510	123	4	5	5	4.67	
			Nevin A. Pacada Mike B. Pausanos	390	480	123	5	5	4	4.67	
			Nevin A. Pacada Mike B. Pausanos	31	48	155	4	5	5	4.67	
VCO MFO4:	Innovations & Best Practices	PI 1: No. of data records of POs, RFQs, transmittals, and checks encoded in database PI 2: No. of messages made from payment follow-ups & queries on requests sent thru email, text, or messenger	Nevin A. Pacada	275	305	111	5	4	5	4.67	
			Nevin A. Pacada Mike B. Pausanos	100%	100%	100	5	5	5	5.00	
Total Over-all Rating										52.33	
		Average Rating (Total Over-all rating divided by 11)					4.73	4.81	4.76		
		Additional Points:									
		Punctuality									
		Approved Additional points (with copy of approval)									
		FINAL RATING								4.76	
		ADJECTIVAL RATING									
										Outstanding	

Received by:

Calibrated by:

Approved by:

  
**DILBERTO O. FERRAREN, PhD**  
 Vice President for Planning, Resource Generation and External Affairs  
 Planning Office

  
**REMBERTO A. PATINDOL**  
 PMT

  
**REMBERTO A. PATINDOL**  
 Vice President

  
**EDGARDO E. TUJIN JR**  
 President

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

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

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

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

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