

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 of the following targets in accordance with the indicated measures for the period July 1 - December 31, 2017.

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
Casual Staff	Admin. Aide I	1
Total:		3

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 Accomplishments	Percentage of Accomplishments	Rating			
							Q 1	E 2	T 3	A 4
UMFO6 : General Administrative and Support Services										
VPAF MFO 10 :	VSU-Cebu Operation and Mgt.									
VCO MFO1 :	Admin. 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 & checked	Nevin A. Pacada Mike B. Pausanos	2,205	3,100	141	5	5	5	5.00
		PI 3: No. of financial reports(lodging and replenishment) prepared and submitted	Nevin A. Pacada	18	29	161	5	5	4	4.67
		PI 4: No. of transmittals and shipments to/from main campus made/received	Nevin A. Pacada Mike B. Pausanos	72	94	131	5	5	5	5.00
		PI 5: No. of biddings/meetings in Cebu facilitated	All VSU-CO staff	6	10	167	5	5	5	5.00
		PI 6: No. of external linkages in Cebu maintained	Nevin A. Pacada	3	3	100	5	4	5	4.67
VCO MFO2:	Procurement Mgt. & Monitoring	PI 1: No. of procurement docs.(RFQ, PO, check, VAT certificate issued, AOQ, & ACIC served and fully acted	Nevin A. Pacada Mike B. Pausanos	950	1,630	172	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	295	430	146	5	5	5	5.00

VCO MFO3:	Lodging Accomodation Services	PI 1: No. of guests served and accomodated in the guest house	All VSU-CO staff	335	389	116	4	5	5	4.67
		PI 2: No. of hours of maintenance/utility work	Nevin A. Pacada Mike B. Pausanos	125	210	168	5	4	5	4.67
Total Over-all Rating										47.33
		Average Rating (Total Over-all rating divided by 4)					4.73			
		Additional Points:								
		Punctuality								
		Approved Additional points (with copy of approval)								
		FINAL RATING					4.73			
		ADJECTIVAL RATING					0			


Received by:

LILIBETH PAGALAN
Planning Office

Date: _____

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

Calibrated by:


REMBERTO A. PATINDOL
PMT

Date: _____



REMBERTO A. PATINDOL
Vice President

Date: _____

Approved by:


EDGARDO E. TULIN
President

Date: _____