

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF**Name of Administrative Staff: **Mike B. Pausanos**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.52	x 70%	3.16
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.25	x 30%	1.27
TOTAL NUMERICAL RATING			4.43

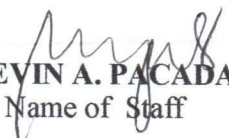
TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:


Prepared by:


NEVIN A. PACADA
Name of Staff


Reviewed by:


REMBERTO A. PATINDOL
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT


Approved:


EDGARDO E. TULIN
President

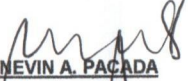
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, **Mike B. Pausanos**, 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, 2016.


MIKE B. PAUSANOS
Ratee

Approved:


NEVIN A. PACADA
Head of Office

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Actual Accomplishment	Rating				Remarks
				Q ¹	E ²	T ³	A ⁴	
MFO1: Procurement Assistance	No. of RFQs, POs, and checks served to and retrieved from suppliers	950	985	4	4	4	4.00	
	No. of invoices/ORs issued with items purchased & picked up	181	233	5	5	5	5.00	
	No. of invoices received for items delivered, inspected, and recorded	41	63	4	4	5	4.33	
	No. of trip tickets issued to pick up/ send transmittals with items	90	95	5	5	5	5.00	
MFO2: Admin. Support & Services	No. of docs. picked up/delivered from sender/to addressee	81	121	4	4	4	4.00	
	No. of hours driving for official guests with official transactions in Cebu	65	83	5	5	5	5.00	
	No. of boat tickets purchased for official guests	39	48	5	5	4	4.67	
MFO3: Lodging Accommodat'n & Maintenance	No. of incoming guests served at the lodging house	20	25	4	4	4	4.00	
	No. of hours spent in cleaning/ utility work	240	280	5	4	5	4.67	
Total Over-all Rating							40.67	
Average Rating (Total Over-all rating divided by 4)							4.52	
Additional Points: Punctuality Approved Additional points (with copy of approval)							4.52	
FINAL RATING								
ADJECTIVAL RATING								
						VS		

Received by:


REDEMPTA SORIA
Planning Office

Date: _____

1 - Quality
2 - Efficiency

Calibrated by:


REMBERTO A. PATINDOL
PMT

Date: _____

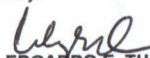
3 - Timeliness
4 - Average

Recommending Approval:


REMBERTO A. PATINDOL
OVPAF

Date: _____

Approved by:


EDGARDO E. TULIN
President

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2016

Name of Staff: Mike B. Pausanos Position: Administrative Aide III

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	④	3	2	1
2.	Makes self-available to clients even beyond official time	⑤	4	3	2	1
3	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	④	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	④	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	5	④	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	④	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	④	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	④	3	2	1
9	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	⑤	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	④	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	⑤	4	3	2	1