



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MARCHO P. BANDALAN**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.75	70%	3.32
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.17	30%	1.25
TOTAL NUMERICAL RATING			4.57

TOTAL NUMERICAL RATING: 4.57

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.57

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:

MARCHO P. BANDALAN
Name of Staff *1/24/25*

Reviewed by:

MARIA ROBERTA S. MIRAFLOR
Office Head *1/24/25*

Recommending Approval:

RYSAN C. GUINOCOR
Director, Administrative Services *1/24/25*

Approved:

ELWIN JAY V. YU
VP for Administration & Finance *1/24/25*

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARCHO P. BANDALAN**, of the **Records and Archives (RAO)** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2024.

Approved:

MARCHO P. BANDALAN

Ratee

1/24/24

MARIA ROBERTA S. MIRAFLOR

Head, Records & Archives

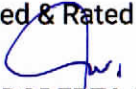
1/24/24

MFOs & PAPs	Success Indicators	Tasks Assigned	Target (Jan-Dec. 2024)	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 5: SUPPORT TO OPERATIONS									
VPAF ST01: ISO 9001:2015 Aligned Documents									
ASO ST0 2: ISO Aligned Records and Archives Services Management									
RAO ST01: Effective Records and Archives Management	PI 1: Percentage of compliance and implementation to ISO 9001:2015 standard and other quality assurance activities of the University	Performs the functions as adDRC within the unit assigned and assists the dDRC in the performance of her duties (preparation of documented information of the office)	90%	100% implementation and compliance to ISO 9001:2015 standard	5	4	5	4.67	
VPAF ST02: Freedom of Information (FOI) aligned compliance and reporting requirements									
ASO ST02: FOI aligned frontline services									
RAO ST02: FOI aligned frontline services	PI 2: Number of requests serves, files and encoded in the FOI Registry for submission	Files requests and submits FOI reports before the deadline	600 requests files and encoded in the FOI registry for submission	433 requests served	5	5	5	5.00	
		Printed FOI Request for Information, Claim Slip, Customer Satisfaction Survey & FOI Request Feedback	700 forms	1,710 forms printed	5	5	5	5.00	
VPAF ST03: ARTA aligned compliance and reporting requirements									
ASO ST03: ARTA aligned frontline services									
RAO ST03: ARTA aligned frontline services	PI 3: Efficient & customer friendly frontline services	Attends to needs of clients	100%	100% accomplishment	5	5	5	5.00	

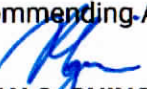
MFOs & PAPs	Success Indicators	Tasks Assigned	Target (Jan-Dec. 2024)	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
		Efficient & customer-friendly frontline service	Zero percent complaints	100% accomplishment with no valid complaints	5	5	5	5.00	
VPAF ST04: Innovations and Best Practices									
ASO ST04: Innovations and new Best Practices Development Services									
RAO ST04: Innovations and Best Practices	PI 4: Percent implementation of new innovations and best practices	Monitors and tracks documents using the logbook in addition to HRIS Tracking system	90%	100% implementation of innovations and best practices	5	4	4	4.33	
UMFO 6: GENERAL ADMINISTRATION SUPPORT SERVICE (GASS)									
VPAF GASS 1: Human Resource Management and Development									
ASO GASS 1. Administrative and Support Services Management									
RAO GASS1: Administrative and Support Services Management	PI 5: Promptly attends to queries/concerns of clients	Acts on administrative services and financial/administrative documents within time frame	100%	100% accomplishment	5	5	4	4.67	
RAO GASS 2: Records and Archives Services Management	PI 6: Number of approved leave applications, NOSI, NOSA filed within the day of receipt	Files approved leave applications, 201 files and other documents of academic staff in their designated folders	500 files	805 documents filed	4	4	4	4.00	
	PI 7: Number of new archival documents gathered and displayed	Collection of documents and records that contains historical information/events of VSU for archival purposes	3 archival documents	3 archival records displayed	5	5	4	4.67	
	PI 8: Number of documents reproduced	Reproduction/printing of IPCRs to be endorsed to the PMT committee for meritorious purposes	650 files	885 files reproduced	5	5	4	4.67	
	PI 9: Number of mails and Registry Return Receipt received and mails dispatched to Phil. Post Office	Receives mails from Phil. Postal Office	80 mails received	164 mails received	5	5	5	5.00	

MFOs & PAPs	Success Indicators	Tasks Assigned	Target (Jan-Dec. 2024)	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
		Receives Registry Return Receipt	50 registry forms received	85 registry forms received	5	5	5	5.00	
		Dispatches mails to Phil. Post Office	100 mails dispatched	362 mails dispatched	5	5	4	4.67	
	PI 10: Number of memos and other issuances filed within the day of receipt	Files OP Memo/Circulars	50 memos/circulars filed	61 memos/circulars filed	5	4	4	4.33	
	Support Services to the BAC	Signs Purchase Requests (PRs) as TWG for Construction/Hardware	50 PRs signed	176 PRs signed	5	5	5	5.00	
		Approves PRs in the SPPMIS	50 PRs approved	51 PRs approved	5	5	5	5.00	
Total Over-all Rating			76.00						
Average Rating (Total Over-all Rating divided by 8)			4.75	Comments & Recommendations for Development Purpose: <i>Recommends to attend trainings on disposition of records and electronic records management.</i>					
Additional Points:									
Punctuality									
Approved additional points (with copy of approval)									
FINAL RATING			4.75						
ADJECTIVAL RATING			Outstanding						

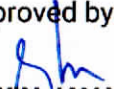
Evaluated & Rated by:


MARIA ROBERTA S. MIRAFIOR
Head, Records and Archives Office
Date: 29 January 2025

Recommending Approval:


RYSAN C. GUINOCOR
Director for Administrative Services
Date: 1/29/25

Approved by:


ELWIN JAY V. YU
Vice President for Administration & Finance
Date: 1/29/25

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