

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: MARVIN B. BANDALAN

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.81	70%	3.37
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			

TOTAL NUMERICAL RATING: 4.82

Add: Additional Approved Points, if any: None

TOTAL NUMERICAL RATING: 4.82

FINAL NUMERICAL RATING 4.82

ADJECTIVAL RATING: _____

Prepared by: [Signature]

MARVIN B. BANDALAN
Name of Staff

Reviewed by: [Signature]

ARGINA M. POMIDA
Department/Office Head

Recommending Approval:

[Signature]
ARGINA M. POMIDA
Dean/Director

Approved:

[Signature]
DILBERTO O. FERRAREN
Vice President

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Marvin B. Bandalan, of the RGAS/IGP Office, VSU 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 31, 2022.

MARVIN B. BANDALAN

Ratee

Approved:

ARGINA M. POMIDA

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Efficient and customer friendly frontline services	Zero percent complaint from client served	Frontline services	0 complaint	0 complaint	5	5	5	5	
Collection Services	100% of paying clients/customers of the day served and satisfied	Issued OR's for Market, Spring Water, IGP Dormitory & electricity	100%	100%	5	5	5	5	
Administrative services	No. of communications/notices/prepared	Prepares notice to VSU market concessionaires and project managers	15 documents	36 documents	5	5	5	5	
	No. of official documents prepared: Purchased requests, Vouchers, Appointments (JO), Leave applications, Payroll (JO), RIS, PPMP's	Prepares and processed documents for RGAS/IGP Office and attached projects e.g. VSU Market, Spring Water, IGP Dormitory, VSU Garden Beach Resort and RGAS	50 documents	65 documents	5	5	4	4.67	
	No. of statements of accounts prepared	Prepares and disseminates Individual Statement of Accounts for VSU Market, Spring Water & IGP Dormitory Projects	300 Statement of Account	320 SOA	5	5	5	5	
	Number Monthly Financial Reports of Sales and Collections	Prepares monthly financial for VSU Market, Electricity, Pili Nuts Projects	15	15	5	5	4	4.67	
Monitoring of IGP's	No. of IGP's monitored	Receives/Checks/Releases monthly financial reports	100 Monthly Financial Reports	172 Monthly Financial Reports	5	5	5	5	

	No. of Order of Payment prepared and released	Prepares & releases Order of Payment for IGP's	100	77	4	4	4	4	
Best Practices & Innovations	Number of concessionaires requesting for repair and maintenance	Inspects and requests for repair and maintenance of facilities	5	6	5	5	5	5	
Total Over-all Rating								43.34	

Average Rating (Total Over-all rating divided by 4)		4.81
Additional Points:		xx
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.81
ADJECTIVAL RATING		0

Comments & Recommendations for Development Purpose:

Evaluated & Rated by:


ARGINA M. POMIDA
 Dept/Unit Head

Date: 

Recommending Approval:


ARGINA M. POMIDA
 Director, RGAS/IGP

Date: _____

Approved by:


DILBERTO O. FERRAREN
 Vice President

Date: _____

1 – Quality

2 – Efficiency

3 – Timeliness

4 - Average

PERFORMANCE MONITORING FORM

Name of Employee: Marvin B. Bandalan

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Submission of Monthly Financial Report for VSU Market, Electricity and Pili Nuts and Mango Project	Submission of Monthly Financial Report on or before the 5 th day of the month	July – December 2022	July – December 2022	July – December 2022	Impressive	Very Satisfactory	
2	Prepare and disseminate Statement of Accounts to VSU Market Concessionaires	On time preparation and dissemination of Statement of Accounts	July – December 2022	July – December 2022	July – December 2022	Impressive	Very Satisfactory	
3	Consolidate and check Project Reports for Revolving fund and Special Trust Fund	Number of Projects report checked and forwarded to COA	July – December 2022	July – December 2022	July – December 2022	Impressive	Outstanding	

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


ARGINA M. POMIDA
 Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December 2022

Name of Staff: MARVIN B. BANDALAN

Position: Administrative Aide IV

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	5	4	3	2	1

improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total				
B. Leadership & Management (For supervisors only to be rated by higher supervisor)	Scale				
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2. Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1
3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
Total Score	58				
Average Score	4.83				

Overall recommendation : _____



ARGINA M. POMIDA
Printed Name and Signature
Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
	3rd	
✓	4th	

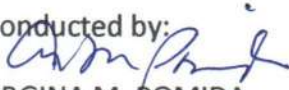
Name of Office: RGAS/IGPO

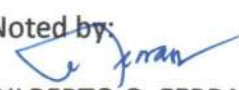
Head of Office: ARGINA M. POMIDA

Number of Personnel: 15

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring (Oct. 10, 2022)		Called a meeting to discuss the upkeep of the VSU Market project, IGP Dormitory, VSU Garden Beach Resort and VSU Spring Water			
Coaching					

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

ARGINA M. POMIDA
 Immediate Supervisor

Noted by:

DILBERTO O. FERRAREN
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARVIN B. BANDALAN

Performance Rating: Outstanding (July - December 2022)

Aim: To gain knowledge in proper hygiene and sanitation

Proposed Interventions to Improve Performance:

Date: July - December 2022

Target Date: July - December 2022

First Step:

Request for training on basic hygiene and sanitation

Result:

Attended training on basic hygiene and sanitation

Date: October 2022

Target Date: July - December 2022

Next Step:

Shared and disseminated new knowledge acquired during the training

Outcome:

Final Step/Recommendation:

Applied new knowledge learned from the training by checking the hygiene and sanitation of VSU Market food establishments

Prepared by:


ARGINA M. POMIDA
Unit Head

Conforme:


MARVIN B. BANDALAN
Administrative Aide IV