



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff:

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.86	70%	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
<b>TOTAL NUMERICAL RATING</b>			<b>4.85</b>

TOTAL NUMERICAL RATING: 4.85

Add: Additional Approved Points, if any: 4.85

TOTAL NUMERICAL RATING: 4.85

FINAL NUMERICAL RATING 4.85

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

**MARCHO P. BANDALAN**  
Name of Staff

Reviewed by:

**ALICIA M. FLORES**  
Department/Office Head

Recommending Approval:

**RYSAN C. GUINOCOR**  
Director, ASO

Approved:

**DANIEL LESLIE S. TAN**  
Vice President

# **INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **Marcho P. Bandalan**, of the **SUPPLY & PROPERTY OFFICE** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January to June, 2023**.

**MARCHO P. BANDALAN**

Ratee

**ALICIA M. FLORES**

Head, SPMO

**UGASS5: SUPPORT TO OPERATIONS**

**OVPAF STO 1: ISO aligned management documents**

**ODAS STO 1: ISO 9001:2015 aligned documents and compliant processes**

**ODAS GASS: Supply and Property Management Services**

MFO/PAPS	Program/Activities Undertaken	Task Assigned	JANUARY to DECEMBER 2023 TARGET	JANUARY to JUNE 2023 ACCOMPLISHMENT	Rating				Remarks
			Target	Actual	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
SPMO 1: ISO 9001:2015 aligned documents and compliant processes									
PI 1. Performance rating for Supply and Property management services	A.1: Percentage of clients served and rated the services received at least very satisfactory or higher	T 1: Serves and attends to cleints requests	95% of clients rated services as very satisfactory or higher	95% of clients rated services as very satisfactory or higher	5	5	5	5.00	
SPMO 2: ARTA aligned frontline services									
PI 9: Efficient and customer friendly Services	A 1: Frontline services	T 1: Serves and attends to cleints requests and inquiries.	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5.00	
ODAS GASS 1: Administrative and Support Services									
SPMO 1: Administrative and Support Services									



MFO/PAPS	Program/Activities Undertaken	Task Assigned	JANUARY to DECEMBER 2023 TARGET	JANUARY to JUNE 2023 ACCOMPLISHMENT	Rating				Remarks
			Target	Actual	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
PI 2: Efficient Office Management and maintenance	<b>A.1:</b> Management and supervision of SPMO warehouse for Construction materials	Manages and supervises the over-all operation of SPMO warehouse for Construction materials	100%	100%	5	5	5	5.00	
	<b>A. 2:</b> No. of hours spent for cleaning the storage area and surroundings	<b>T 2:</b> Cleans and fixes the storage area and surroundings	200 hrs	120hrs	5	5	5	5.00	
<b>ODAS GASS 3: Supply &amp; Property Management Services</b>									
PI 2: Receipt and acceptance of supplies, materials and equipment	<b>A 1 :</b> Percentage of the items in the PO received & checked from local suppliers	<b>T 1:</b> Receives, checks, records and arrange systematically supplies and materials in the warehouse	100%	100% (437/437 PO's)	5	5	5	5.00	
PI 4: Reconciliation, moniotoring, up-dating and maintenance of Bin card and stock card with stocks on hand	<b>A.1:</b> Percentage of the stockcards maintained/updated/monitored	<b>T 1:</b> Maintains/updates/monitors stocks through the stockcards	100%	100% ( 91/91)	5	5	5	5.00	
PI 5: Receipt of RIS and issuance of Supplies, Materials and Equipment	<b>A 1:</b> Percentage of approved RIS and withdrawal slip served issued & recorded	<b>T 1:</b> Serves, issues and records approved RIS and withdrawal slip	100%	100% (672/672 RIS)	5	5	5	5.00	
	<b>A 2:</b> No. of assists performed on direct delivery of supplies/construction materials, and heavy equipment	<b>T 2:</b> Assists in the direct delivery of supplies, construction materials and heavy equipment	20	18	5	5	4	4.67	
	<b>A 3:</b> No. of deliveries of S/M to different dept./ centers offices/units	<b>T 3:</b> Delivers supplies and materials to different dept./centers/office/units	50	35	5	5	4	4.67	

MFO/PAPS	Program/Activities Undertaken	Task Assigned	JANUARY to DECEMBER 2023 TARGET	JANUARY to JUNE 2023 ACCOMPLISHMENT	Rating				Remarks
			Target	Actual	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
PI 9: Physical inventory taking	A 1: No. of Physical inventory of Supplies and Materials conducted	T 1: Conducts Physical inventory of supplies and materials in the bodega	1	1	5	5	4	4.67	
	A 2: No. of reports of physical inventory prepared.	T 2: Prepares and submits Physical Inventory Report to the office head and for COA	1	1	5	5	4	4.67	
	A 3: No. of Physical Inventory for Supplies, Materials, Buildings, Properties, and Equipment conducted	T 3: Conducts physical inventory of supplies, materials and equipment in different offices/ end users	20	12	5	5	4	4.67	
Total Over-all Rating					60	60	55	58.333	

Average Rating (Total Over-all rating divided by 12)			4.86
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING			
ADJECTIVAL RATING			

<b>Comments &amp; Recommendations for Development Purposes:</b> <i>* Recommended to attend the warehousing &amp; storage Management Seminar/Training</i> <i>* Property &amp; Supply Management Systems</i>
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Evaluated and Rated by:

Recommending Approval:

Approved by:

  
**ALICIA M. FLORES**

Head, SPO

Date: 7/25/23

  
**RYSAN C. GUINOCOR**

Director, ASO

Date: 7/25/23

  
**DANIEL LESLIE S. TAN**

VP for Admin and Finance

Date: 7/26/23

1 - quality    2- efficiency    3- timeliness    4- Average