



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.71	70%	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.25	30%	1.28
TOTAL NUMERICAL RATING			4.58

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING _____

ADJECTIVAL RATING: _____

Prepared by: _____

MARCHO B. BANDALAN

Name of Staff

Reviewed by: _____

MARIA ROBERTA S. MIRAFLOR

Head, RAO

Recommending Approval: _____

RYSAN C. GUINOCOR

Director, Administrative Services

Approved: _____

ELWIN JAY V. YU

VP for Administration & Finance



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 **January 1 to June 30, 2024**.

Approved:

MARCHO P. BANDALAN
Ratee

MARIA ROBERTA S. MIRAFLORES
Head, Records & Archives

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 STO1: ISO 9001:2015 Aligned Documents									
ASO STO 2: ISO Aligned Records and Archives Services Management									
RAO STO1: 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	4.66667	
VPAF STO2: Freedom of Information (FOI) aligned compliance and reporting requirements									
ASO STO2: FOI aligned frontline services									
RAO STO2: 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	438 requests served	5	5	5	5	
VPAF STO3: ARTA aligned compliance and reporting requirements									
ASO STO3: ARTA aligned frontline services									
RAO STO3: ARTA aligned frontline services	PI 3: Efficient & customer friendly frontline services	Attends to needs of clients	100%	100% accomplishment	5	5	5	5	
		Efficient & customer-friendly frontline service	Zero percent complaints	100% accomplishment with no valid complaints	5	5	5	5	
VPAF STO4: Innovations and Best Practices									
ASO STO4: Innovations and new Best Practices Development Services									

MFOs & PAPs	Success Indicators	Tasks Assigned	Target (Jan-Dec. 2024)	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
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	5	5	5	
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	4	4	4.33333	
RAO GASS 2: Records and Archives Services Management	PI 6: Number of 201 files & approved leave applications filed within the day of receipt	Files approved leave applications of academic and administrative staff in their designated folders	500 files	1,093 files	5	4	4	4.33333	
	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 docs	3 archival records displayed	4	4	5	4.33333	Hardbound OP memo & memo circulars CY 2023
	PI 8: Number of documents reproduced	Reproduction/printing of IPCRs to be endorsed to the PMT committee for meritorious purposes	650 files	n/a				0	reproduction of IPCRs will be done on the 3rd quarter of the year
Total Over-all Rating			37.67						
Average Rating (Total Over-all Rating divided by 8)			4.71						
Additional Points:									
Punctuality									
Approved additional points (with copy of approval)									
FINAL RATING			4.71						
ADJECTIVAL RATING			Outstanding						

Comments & Recommendations for Development Purpose:

Recommends to attend trainings on disposition of records and electronic records management.

Evaluated & Rated by:

MARIA ROBERTA S. MIRAFLOR
Head, Records and Archives Office
Date: July 19, 2024

Recommending Approval:

RYSAN C. GUINOCOR
Director for Administrative Services
Date: 7/19/24

Approved by:

ELWIN JAY V. YU
Vice President for Administration & Finance
Date: 7/22/24

PERFORMANCE MONITORING & COACHING JOURNAL

x	1st	Q U A R T E R
x	2nd	
	3rd	
	4th	


Name of Office: RECORDS & ARCHIVES OFFICEHead of Office: MARIA ROBERTA S. MIRAFLORNumber of Personnel: 6

Activity Monitoring	MECHANISM					Remarks
	Meeting			Memo	Others (Pls. specify)	
	One-on-One	Group				
Monitoring (1 st quarter of 2024)		1. Maintain the cleanliness of the office especially the Records Room and Archives Center ready for visit by university guests and the cleanliness of the exit door including the walls, floors and window grills				APBagarinao/ VCAcilo – To maintain cleanliness of the records room, archives center display area and the office surroundings
	2. Consolidation of valueless records inputted in the NAP Form 1 from the different offices/department s/units/ centers and for consolidation in NAP Form 3					MSMiraflor – To check all Request Forms as to the completeness of required data and approval of request before release of requested documents VCAcilo – To consolidate valueless records ready for disposal
	3. Digitization of public documents					JSPosas – To fast track the scanning of personnel documents, memos and circulars for uploading in the HRIS e-Records system


Coaching		Records Request Form shall be duly accomplished/ signed/approved based on ISO Quality Procedure before release of document		MPBandalan/ GLMontajes – To marked "Received" with date and signature any documents/ records upon receipt; forward any requests for approval to higher authority; assign control number on request form once requests have been served; give the requestor a Customer Feedback Form and FOI Request Feedback Form for fill-up.
----------	--	--	--	---

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

Conducted by:


RYSAN C. GUINOCOR 2/19/24
 Immediate Supervisor

Noted by:


ELWIN JAY V. YU 2/12/24
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ALEX P. BAGARINAO**

Performance Rating: **January-June 2024**

Aim: To improve his janitorial and messengerial services.

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: To send him to 5S in-house training with utility workers.

Result: No available in-house training yet.

Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation:

Attendance to 5S training, Safety and Health and other maintenance skills training.

Prepared by:


MARIA ROBERTA S. MIRAFLOR

Unit Head **7/19/24**

Conforme:


ALEX P. BAGARINAO

Name of Ratee Staff **7/19/24**

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MARCHO P. BANDALAN**

Performance Rating: **January-June 2024**

Aim: To improve his skills on electronic records management.

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: To send him to training on electronic records management.

Result: _____

Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation:

Attendance to electronic records management, and other relevant trainings on disposition of records.

Prepared by:


MARIA ROBERTA S. MIRAFLOR

Unit Head

Conforme:


MARCHO P. BANDALAN

Name of Ratee 7/19/24



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2024

Name of Staff: **Marcho P. Bandalan**

Position: **Admin. Aide VI**

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 (<i>both for subordinates and supervisors</i>)		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
12. Willing to be trained and developed	⑤	4	3	2	1
Total Score					51
B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)					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					
Average Score					4.25

Overall recommendation : _____


MARIA ROBERTA S. MIRAFIOR
 Head, Records and Archives Office

3/19/24