



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: MARIO C. BANTUGAN

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.54	70%	3.178
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.166	30%	1.249
TOTAL NUMERICAL RATING			4.427

TOTAL NUMERICAL RATING: 4.427


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.427


FINAL NUMERICAL RATING 4.427

ADJECTIVAL RATING: Very Satisfactory

Prepared by:


MARIO C. BANTUGAN
Name of Staff


Reviewed by:


MARLON G. BURLAS
Department/Office Head

Recommending Approval:


MARLON G. BURLAS
Dean/Director

Approved:


ELWIN JAY V. YU
Vice President




INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARIO C. BANTUGAN** of the **PHYSICAL PLANT OFFICE** commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period: **July- December 2024**



MARIO C. BANTUGAN
Ratee

Approved:



MARLON G. BURLAS
Director, PPO

MFO & Performance Indicators	Program/Activities/Projects	Tasks Assigned	TARGET	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO1- Janitorial Services	PI 1.1 Cleaned and maintained	Cleaning of Office and surrounding	1	1	5	4	5	4.7	
		Comfort Room	3	3	5	4	5	4.7	
MFO 2 - Administrative Services	PI 1.2 Administrative documents, approved/acted within on day from receive	Prepare Payrolls, Vouchers, RIS, Appointments JO's Application for Leave, UBR, OBR, Trip Tickets, Cash Advance, IPCR, OPCR, IGP Project report, etc.	60	55	5	5	4	4.7	
		Prepare of PPMP, PRs, Purchase Order, for Pakyaw Services	40	50	5	4	4	4.3	
		Prepare RIS for withdrawal of Construction Materials	60	65	5	4	4	4.3	
	PI 1.3 Messengerial services	Recording & Forward and follow-up of documents: Appointments, Payrolls, RIS, Vouchers, Project reports electric bills, per diems	90	95	5	5	4	4.7	
Total Over-all Rating								27.27	
Average Rating (Total Over-all rating divided by 4)				4.54	Comments & Recommendations for Development Purpose: Basic Occupational safety and health				
Additional Points:									
Punctuality:									
Approved Additional point (with copy of approval)									
FINAL RATING				4.54					
ADJECTIVAL RATING									


Evaluate & Rated by:


MARLON G. BURLAS
Supervisor
Date: 2/10/25

Recommending Approval:


MARLON G. BURLAS
Director, PPO
Date: 2/10/25

Approved by:


ELWIN JAY V. YU
VP. For Adm. & Finance
Date: 2/17/25

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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARIO C. BANTUGAN

Performance Rating: July to December 2024

To develop skills and abilities in the organization needed to effectively performed the task.

Proposed Interventions to Improve Performance:

Date: July 2024 Target Date: September 2024

First Step: Working as a team

Result: Improve intra-personal relationship

Date: August 2024 Target Date: October 2024


Next Step: Collaboration in the organization

Outcome: Building a working team


Final Step/Recommendation:

Effectively delivered the required service

Prepared by:


MARLON G. BURLAS
Supervisor

Conforme:


MARIO C. BANTUGAN
Name of Ratee Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July _ December 2024

Name of Staff: MARIO C. BANTUGAN

Position: Admin. Aide III

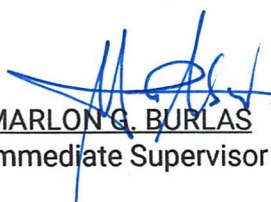
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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
12.	Willing to be trained and developed	5	4	3	2	1
Total Score		50				
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						
Average Score		4.166				
Overall recommendation:						


MARLON G. BURLAS
 Immediate Supervisor