



**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	4.87	70%	3.41
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
<b>TOTAL NUMERICAL RATING</b>			


TOTAL NUMERICAL RATING: 4.86  
 Add: Additional Approved Points, if any: NONE  
 TOTAL NUMERICAL RATING: 4.86

FINAL NUMERICAL RATING 4.86

ADJECTIVAL RATING: Outstanding

Prepared by:   
MARVIN B. BANDALAN  
 Name of Staff


Reviewed by:   
ARGINA M. POMIDA  
 Department/Office Head

Recommending Approval:   
ARGINA M. POMIDA  
 Dean/Director


Approved:   
DILBERTO O. FERRAREN  
 Vice President

**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 1, 2020 to December 31, 2020.

  
**MARVIN B. BANDALAN**  
Ratee

Approved:

  
**ARGINA M. POMIDA**  
Head of Unit


MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sub>1</sub>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>Efficient and customer friendly frontline services</b>	Zero percent complaint from client served	Frontline services	0 complaint	0 complaint	5	5	5	5	
<b>Collection Services</b>	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	
<b>Administrative services</b>	No. of communications/notices/prepared	Prepares notice to VSU market concessionaires/notice for electricity line disconnection	100 documents	109 documents	5	4	4	4.33	
	No. of official documents prepared: Purchased requests , Vouchers, Appointments (JO), Leave applications, Payroll (JO), RIS, PPMP's	Prepares and processed documents for Market, Spring Water, IGP Dormitory, VSU Garden Beach Resort & Seafont Suites	250 documents	257 documents	5	5	5	5	
	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	390 documents	5	4	4	4.33	
	On time submission of Monthly Financial Reports of Sales and Collections	Prepares monthly financial for VSU Market, Electricity, Spring Water , IGP Dormitory & Pili Nuts	Submission of Monthly Financial Reports on or before the 5 <sup>th</sup> day of the following month	Submitted Monthly Financial Report SU Market, Electricity, Spring Water , IGP Dormitory & Pili Nuts	5	5	4	4.67	
	No. of Pre-procurement, Pre-Bidding and Bidding Conferences attended	Attends/Facilitates Pre-Procurement, Pre-Bidding Conference and Bidding Conference	10 Conferences	54 Conferences (Pre-procurement, Pre-Bidding and Bidding Conferences)	5	5	5	5	
	No. of Purchase Order (PO) prepared and processed	Prepares, consolidated and process Purchase Order (PO) from Bidding	75 Purchase Order	286 POs	5	5	5	5	

<b>Monitoring of IGP's</b>	No. of IGP's monitored	Receives/Checks/Releases monthly financial reports	125 Monthly Financial Reports	150	5	5	5	5	
	No. of Order of Payment prepared and released	Prepares & releases Order of Payment for IGP's	125	128	5	5	5	5	
	No. of IGP Review Facilitated	Facilitates conduct of IGP review	1	1	5	5	5	5	
<b>Best Practices &amp; Innovations</b>	Regular repair and maintenance of IGP facilities	Regular repair of dilapidated roof and ceiling	70%	70%	5	5	5	5	
<b>Additional Output</b>	Prepares Procurement Report (PMR)	Submission of Procurement Monitoring Report (PMR) to GPPB	Error free and on-time submission of PMR to GPPB	Error free and on-time submission of PMR to GPPB	5	5	5	5	
<b>Total Over-all Rating</b>								63.33	

<b>Average Rating (Total Over-all rating divided by 4)</b>	<b>4.87</b>	
<b>Additional Points:</b>		
<b>Punctuality</b>	xx	
<b>Approved Additional points (with copy of approval)</b>	xx	
<b>FINAL RATING</b>	<b>4.87</b>	
<b>ADJECTIVAL RATING</b>	<b>Outstanding</b>	


**Comments & Recommendations for Development Purpose:**  
*He is a team player and responsible.*

Evaluated & Rated by:

  
 ARGINA M. POMIDA  
 Dept/Unit Head


Date: \_\_\_\_\_

Recommending Approval:

  
 ARGINA M. POMIDA  
 Director, RGAS

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 <sup>th</sup> day of the month	July – December 2020	July – December 2020	July – December 2020	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 2020	July – December 2020	July – December 2020	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 2020	July – December 2020	July – December 2020	Impressive	Outstanding	
4	Prepare Purchase Order for Bidding	Error free preparation of Purchase	July – December 2020	December 2020	December 2020	Impressive	Outstanding	

		Order, monitor and facilitate PO until its approval						
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\* Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:

  
ARGINA M. POMIDA  
Unit Head

## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 <sup>nd</sup>	
√	3 <sup>rd</sup>	
	4th	

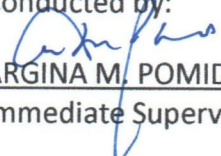
Name of Office: OAS/IGPO

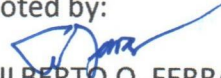
Head of Office: ARGINA M. POMIDA

Number of Personnel: 3

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring (August 18, 2020)		Called a meeting to discuss the CAR issued by the QAC			
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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

Name of Staff: MARVIN B. BANDALAN

Position: Administrative 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

<b>A. Commitment (both for subordinates and supervisors)</b>		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						
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>					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

: *Hardworking, honest and responsible.*

*Argina M. Pomida*

ARGINA M. POMIDA  
Printed Name and Signature  
Head of Office



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARVIN B. BANDALAN

Performance Rating: Outstanding (July - December 2020)

Aim: To gain insights of the goals and targets of the office

Proposed Interventions to Improve Performance:

Date: September-October 2020

Target Date: July - December 2020

First Step:

Review and revisit Strategic Plan

Result:

Reviewed and revisit the Strategic Plan and attended workshop on the Assessment of Accomplishment and Target Settings of the Strategic Plan

Date: September 2020

Target Date: September – October 2020

Next Step:

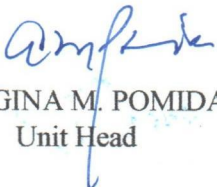
Shared and disseminated new knowledge acquired during the workshop

Outcome:


Final Step/Recommendation:

Applied new knowledge learned from training/workshop by re-aligning the SWOT, ROAM and OTPs with the Strategic Plan

Prepared by:

  
ARGINA M. POMIDA  
Unit Head

Conforme:

  
MARVIN B. BANDALAN  
Administrative Aide III