



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

**Annex P**

Name of Administrative Staff: **MARIO C. BANTUGAN**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.50	70%	3.15
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.66	30%	1.398
<b>TOTAL NUMERICAL RATING</b>			<b>4.548</b>

TOTAL NUMERICAL RATING: 4.548


Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: 4.548

FINAL NUMERICAL RATING 4.548

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

  
**MARIO C. BANTUGAN**  
Name of Staff

Reviewed by:

  
**MARIO LILIO VALENZONA**  
Department/Office Head

Recommending Approval:

  
**MARIO LILO VALENZONA**  
Dean/Director


Approved:

  
**DANIEL LESLIE S. TAN**  
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 2022**

Approved:

  
**MARIO C. BANTUGAN**  
Ratee

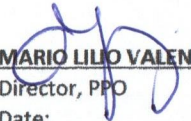
  
**MARIO LILIO VALENZONA**  
Director, PPO

MFO & Performance Indicators	Program/Activities/Projects	Tasks Assigned	TARGET	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>MFO1- Janitorial Services</b>	<b>PI 1.1</b> Cleaned and maintained	Cleaning of Office and surrounding	1	1	5	4	4	4.3	
		Comfort Room	3	3	5	5	4	4.7	
<b>MFO 2 - Administrative Services:</b>	<b>PI 1.2</b> Administrative documents, approved/acted within on day from receive	Prepare Payrolls, Vouchers, PR's, RIS, Appointments JO's Application for Leave, UBR, OBR, Trip Tickets, Cash Advance, IPCR, OPCR, IGP Project report, etc.	100	130	5	4	4	4.3	
	<b>PI-1.3</b> Programming of Job Request	Receive and recording of all job request and forwarded to 6 units under the GSD, HBM, PPES, WSSMU, LSWMU, ILE	260	280	5	5	4	4.7	
	<b>PI-1.4-</b> Encoding of Electric Bills	Prepare of electric, water, repair and maintenance Billing for VSU Faculty & Staff and all VSU Commercial and IGP Buildings	210	250	5	4	4	4.3	
	<b>PI 1.5</b> Messengerial services	Recording & Forward and follow-up of documents: Appointments, Payrolls, RIS, Vouchers, Project reports electric bills, per diems	180	190	5	5	4	4.7	
<b>Total Over-all Rating</b>								<b>26.99</b>	
Average Rating (Total Over-all rating divided by 4)				<b>4.50</b>	Comments & Recommendations for Development Purpose: Basic Occupational safety and health				
Additional Points:									
Punctuality:									
Approved Additional point (with copy of approval)									
FINAL RATING				<b>4.50</b>					
ADJECTIVAL RATING				<b>VS</b>					


Evaluate & Rated by:

  
**MARIO LILIO VALENZONA**  
Supervisor  
Date: \_\_\_\_\_

Recommending Approval:

  
**MARIO LILIO VALENZONA**  
Director, PPO  
Date: \_\_\_\_\_

Approved by:

  
**DANIEL LESLIE S. TAN**  
VP. For Adm. & Finance  
Date: \_\_\_\_\_

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July- December 2022

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		56				
<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						
Average Score		4.66				

Overall recommendation : \_\_\_\_\_

**MARIO LILIO VALENZONA**  
 Printed Name and Signature  
 Head of Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Mario C. Bantugan

Performance Rating: \_\_\_\_\_

Aim: Collaboration and working with others

Proposed Interventions to Improve Performance:

Date: July 2022

Target Date: December 2022

First Step: Adjustment of work approached based on the agreed terms/norm of the office

Result: understanding and responding to the concern's of others

Date: October 2022

Target Date: December 2022

Next Step:

Understanding the mandate of the office

Outcome: Contributions to work outputs of the office

Final Step/Recommendation:

Positive Communication of interaction between colleagues

Prepared by:

MARIO LILIO VALENZONA  
Supervisor

Conforme:

MARIO C. BANTUGAN  
Name of Ratee Faculty/Staff