


COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF


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

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2 X 3)
1. Numerical Rating per IPCR	4.83	0.70	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	0.30	1.48
	TOTAL NUMERICAL RATING		4.86

TOTAL NUMERICAL RATING: 4.86
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.86

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

MARCHO P. BANDALAN
Name of Staff

Reviewed by:

ALICIA M. FLORES
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Vice President for Admin. & Finance

Approved:

REMBERTO A. PATINDOL
Vice President for Admin. & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Marcho P. Bandalan, of the SUPPLY, PROCUREMENT & PROPERTY MANAGEMENT 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 2019.

MARCHO P. BANDALAN
Ratee

ALICIA M. FLORES
Head, SPPMO


UMFO 6: General Administration and Support Services									
OVPAF MFO 8: Supply and Property Management Services									
MFO/PAPS	Program/Activities Undertaken	Task Assigned	Accomplishment January to June 2019		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
SPPMO MFO 1: Administrative and Support Services Management									
PI 1: 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	
PI 2: Efficient Office Management and maintenance	A.1: Management and supervision of SPPMO warehouse for Construction materials	Manages and supervises the over-all operation of SPPMO warehouse for Construction Materials	100%	100%	5	5	5	5.00	
	A. 2: No. of hours spent for cleaning the storage area	T 2: Cleans the storage area	100	120	5	5	4	4.67	
PMO MFO 8.2 Storage and Warehousing									
PI 1: Receipt and acceptance of supplies, materials and equipment	A 1 : Percentage of the items in the PO received & checked from local suppliers and canvasser	T 1: Receives, checks, records and arrange systematically supplies and materials in the warehouse	100%	100%	5	5	4	4.67	
PI 5: Reconcillation, moniotoring, up-dating and maintenance of Bin card and stock card with stocks on hand	A.1: Percentage of the stockcards maintained/updated/monitored	T 1: Maintains/updates/monitors stocks through the stockcards	100%	100%	5	5	4	4.67	

MFO/PAPS	Program/Activities Undertaken	Task Assigned	Accomplishment January to June 2019		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
PMO MFO 8.3 Distribution Management									
PI 1: Receipt of RIS and issuance of Supplies, Materials and Equipment	A 1: Percentage of approved RIS and withdrawal slip served issued & recorded	T 1: Serves, issues and records approved RIS and withdrawal slip	100%	100%	5	5	4	4.67	
	A 2: No. of assists performed on direct delivery of supplies/construction materials, and heavy equipments	T 2: Assists in the direct delivery of supplies, construction materials and heavy equipments	30	50	5	5	5	5.00	
	A 3: No. of deliveries of S/M to different dept./ centers offices/units	T 3: Delivers supplies and materials to different dept./centers/office/units	40	50	5	5	5	5.00	
PMO MFO 8.4 Inventory Management									
PI 3: Physical inventory taking	A 1: No. of Physical inventory of Supplies and Materials conducted	T 1: Conducts Physical inventory of supplies and materials	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	1	2	5	5	5	5.00	
Total Over-all Rating								48.33	

Average Rating (Total Over-all rating divided by 10)			4.83
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING			
ADJECTIVAL RATING			


Comments & Recommendations for Development Purposes:
 Recommended to attend trainings on warehousing and Storage Management and trainings conducted by POAP.

Evaluated and Rated by:


ALICIA M. FLORES
 Head, SPPMO


Date: _____

Recommending Approval:


REMBERTO A. PATINDOL
 VP for Admin and Finance

Date: _____

Approved by:


REMBERTO A. PATINDOL
 VP for Admin and Finance

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY TO JUNE, 2019Name of Staff: MARCHO P. BANDALAN Position: ADMINISTRATIVE AIDE IV


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
Score		Total				
		59				

B. Leadership & Management (For supervisors only to be rated by higher supervisor)	Scale				
	5	4	3	2	1
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					59
Average Score					4.92

Overall recommendation : _____


ALICIA M. FLORES
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARCHO P. BANDALAN

Signature: 

Performance Rating: January to June 2019

Aim: **Effective and efficient delivery of administrative services**

Proposed Interventions to Improve Performance:

Date: January 1 Target Date: June 30, 2019

First Step:
Recommended to attend Seminar-Workshop applicable to Property Custodian and as government personnel/employee such as:

- 1. **Updates on Supply and Property Management System to be conducted by COA**

Result:
• Not able to attend due to conflict of time.

Date: _____ Target Date: _____

Next Step:

Outcome: Not attended yet the recommended seminar/trainings/workshops.

Final Step/Recommendation:

- Recommended to attend the following:
- 1. **Seminar/training on Warehousing and Storage Management**
 - 2. **Property and Supply Management System**
 - 3. **Seminar/ training to be conducted by POAP**

Prepared by:


ALICIA M. FLORES
Unit Head