

COMPUTATION FOR FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF



Name of Administrative Staff: MARVIN B. BANDALAN


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.78	70%	3.35
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.78

TOTAL NUMERICAL RATING: 4.78  
Add: Additional Approved Points, if any:             
TOTAL NUMERICAL RATING: 4.78  
  
FINAL NUMERICAL RATING 4.78  
ADJECTIVAL RATING: Outstanding

Prepared by:

  
MARVIN B. BANDALAN  
Name of Staff

Reviewed by:

  
ARGINA M. POMIDA  
Department/Office Head

Recommending Approval:

  
ARGINA M. POMIDA  
Director, OAS/IGP


Approved:

  
DILBERTO O. FERRAREN  
Vice President for Planning, Resource  
Generation & External Affairs


**“Exhibit B”**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, Marvin B. Bandalan, of the 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, 2018 to December 31, 2018.

  
**MARVIN B. BANDALAN**  
Ratee

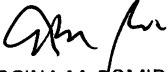
Approved:

  
**ARGINA M. POMIDA**  
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Efficient and customer friendly frontline services	Zero percent complaint from client served	Frontline services	0 complaint	0 complaint	5	5	5	5	
Collection Services	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	
Administrative services	No. of communications/notices/prepared	Prepares notice to VSU market concessionaires/notice for electricity line disconnection	100 documents	260 documents	5	5	5	5	
	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	280 documents	350 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	400 Statement of Accounts	780 Statement of Accounts	5	5	5	5	
	On time submission of Monthly Financial Reports of Sales	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	Monthly Financial Report submitted on or before the 5 <sup>th</sup> day of the following month	5	5	4	4.67	
Monitoring of IGP's	No. of IGP's monitored	Receives/Checks/Releases monthly financial reports	100 Monthly Financial Reports	193 Monthly Financial Reports	5	5	4	4.67	
	No. of Order of Payment released	Prepares & releases Order of Payment for IGP's	300	317	4	5	5	4.67	
	No. of inventory conducted	Conduct of inventory for IGP's	1	1	5	4	4	4.33	
	No. of IGP Review Facilitated	Facilitates conduct of IGP Review	1	1	5	5	5	5	

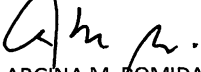
Best Practices & Innovations	% concessionaires following/implementing proper garbage segregation & management	Observes & monitor concessionaires in implementing garbage segregation & management	80%	90%	4	4	5	4.33	
	% concessionaires attending meetings/seminar/training	Facilitates conduct of meeting/seminar/training of concessionaires	80%	95%	5	4	5	4.67	
Total Over-all Rating									
Average Rating (Total Over-all rating divided by 4)							4.78		<b>Comments &amp; Recommendations for Development Purpose:</b> <i>Very responsible, hardworking, reliable and honest employee.</i>
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING							4.78		
ADJECTIVAL RATING							Outstanding		

Evaluated & Rated by:

  
ARGINA M. POMIDA  
 Dept/Unit Head


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

Recommending Approval:

  
ARGINA M. POMIDA  
 Director, OAS/IGP

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

Approved by:

  
DILBERTO O. FERRAREN  
 Vice President

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

1 – Quality

2 – Efficiency

3 – Timeliness

4 - Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2018

Name of Staff: MARVIN B. BANDALAN

Position: Administrative Aide III

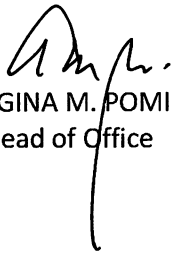
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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

A. Commitment (both for subordinates and supervisors)	Scale				
1. Demonstrate 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 other 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 his/her work which is easily retrievable when needed	5	4	3	2	1
8. Suggests new ways to further improve his/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	57				
B. Leadership & Management (For supervisors only to be rated by higher supervisor)	Scale				
1. Demonstrate 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. Demonstrate, 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	4.75				

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

  
ARGINA M. POMIDA  
Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

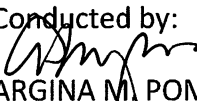
Name of Office: OAS/IGPO


Head of Office: ARGINA M. POMIDA

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Coaching (July 10, 2018)	Meeting with Marvin B. Bandalan to coordinate with the BFP to conduct Basic Fire Safety and Prevention Seminar and Earthquake Drill to VSU Market concessionaires				

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

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARVIN B. BANDALAN

Performance Rating: Outstanding (July 1, 2018 – December 31, 2018)

Aim: To find solutions on the problems in the office

Proposed Interventions to Improve Performance:

Date: July 2018 Target Date: July - December 2018

First Step:

Attend and facilitate training/seminar/workshop related to fire prevention and rescue, earthquake drill, and waste management

Result:

Attended and facilitated training/seminar/workshop on a. Fire Prevention and Safety and Earthquake Drill and Solid Waste Management and Disposal System held on July 20, 2018 at the VSU Garden Beach Resort, VSU, Visca, Baybay City, Leyte b. Fire Rescue and Training held on Nov. 5-9, 2018 at the VSU Garden Beach Resort, VSU, Visca, Baybay City, Leyte

Date: July 2018 Target Date: July – December 2018

Next Step:

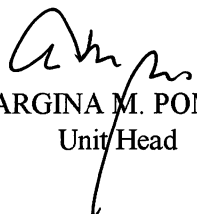
Shared new knowledge on Fire Prevention and Safety and Earthquake Drill with co-workers and VSU Market concessionaires and implemented proper waste disposal and management at the VSU Market.

Outcome:

Final Step/Recommendation:

Acquired and able to respond fire fighting and rescue during the fire outbreak at Warner Apartment VSU, Visca, Baybay City Leyte on December 3, 2018.

Prepared by:

  
ARGINA M. POMIDA  
Unit Head