



**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	4.79	70%	3.35
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.5
<b>TOTAL NUMERICAL RATING</b>			<b>4.85</b>

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

4.85

ADJECTIVAL RATING:

Outstanding

Prepared by:

MARVIN B. BANDALAN  
Name of Staff

Reviewed by:

CHARIS B. LIMBO-RIVERA  
Department/Office Head

Recommending Approval:

BAYRON S. BARREDO  
Dean/Director

Approved:

BEATRIZ S. BELONIAS  
Vice President for Academic Affairs

**Vision:**

A globally competitive university for science, technology, and environmental conservation.

**Mission:**

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Mr. Marvin B. Bandalan, Administrative Aide IV of the Institute of Human Kinetics 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 - December 2023.

MARVIN B. BANDALAN

Ratee

CHARIS B. LIMBO-RIVERA

Director, IHK

Date: JAN 19 2024

Jan-18-2024

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>	
Administrative Support Services									
Efficient and customer-friendly frontline service	0% complaint from client served	Assisted clients of their queries	0 complaint from client served	0 complaint	5	5	5	5.00	
Custodial Services	Issuance of athletic/equipment for students/faculty/staff	Gives proper instruction of the supplies issued	55	129	5	5	5	5.00	
Secretariat Works	Number of PPMP, PRs prepared and submitted	Prepare PPMP and PRs	5	17 PPMP, 39 PRs	5	5	5	5.00	
Janitorial Services	100% of offices cleaned and maintained	Cleaning the Property Office	100%	100%	5	5	5	5.00	
Monitoring and Managing Services	Number of end-user/requesting parties for the use of the University Gym	Give proper direction to the end-user	5	83	5	5	5	5.00	
	Provides directions, manages, supervises the maintenance, cleanliness, beautification and development of the Gym	Manages and supervising the maintenance of the Gym and its surroundings	1 Gym Caretaker	1 Gym Caretaker	4	4	4	4.00	


	Gives proper direction in the maintenance of repairs and reconditioning of all institute apparatus/equipment for instructional use	Manages the proper maintenance of the apparatus and the equipment	100%	100%	5	4	4	4.33	
Additional Output	Number of Contract, Accomplishment Report and Payroll prepared	Prepares Contract, Accomplishment Report and Payroll for Officiating Officials	21	49	5	5	5	5.00	
Total Over-all Rating								38.33	
Averaged Rating								4.79	

Average Rating (Total Over-all rating divided by 4)		4.79
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.79
ADJECTIVAL RATING		Outstanding


Comments and Recommendations for Development Purposes

*very committed to work. Keep up the good work!*


Evaluated by:

  
**CHARIS B. LIMBO-RIVERA**  
 Unit Head  
 Date: JAN 19 2024

Recommending Approval:

  
**BAYRON S. BARREDO**  
 College Dean  
 Date: JAN-19-2024

Approved:

  
**BEATRIZ S. BELONIAS**  
 Vice-Pres. for Academic Affairs  
 Date: 01/29/24





### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2023

Name of Staff: Marvin B. Bandalan Position: Admin 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	5	4	3	2	1

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Page 1 of 2  
FM-HRM-26  
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improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total				
5					
<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		

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARVIN B. BANDALAN  
Performance Rating: July - December 2023

Aim: To further enhance administrative and custodial services

Proposed Interventions to Improve Performance:

Date: July 2023

Target Date: December 2023

First Step: Inventory, disposal of unserviceable supplies and equipment and familiarization of sports supplies and equipment for instructional, intramural and RSCUAA use.

Result: Quicker issuance of sports supplies and equipment

Date: July 20