

COMPUTATION OF FINAL INDIVIDUAL RATING  
ADMINISTRATIVE STAFF

Name of Administrative Staff: Mario C. Bantugan

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1 Numerical Rating per IPCR	4.67	70%	3.269
2 Supervisor/Head's Assessment of his contribution towards attainment of office accomplishment	4.58	30%	1.374
TOTAL NUMERICAL RATING			4.643

TOTAL NUMERICAL RATING: 4.643

Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING: 4.643


FINAL NUMERICAL RATING: 4.643

ADJECTIVAL RATING: Outstanding

Prepared by:

  
**MARIO LILIO VALENZONA**  
Immediate Supervisor

Recommending Approval:

  
**MARIO LILIO VALENZONA**  
Director, GSD

Approved:


  
**REMBERTO A. PATINDOL**  
Vice President

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

I, **MARIO C. BANTUGAN** of the GENERAL SERVICES DIVISION commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period: **July-December 2019**

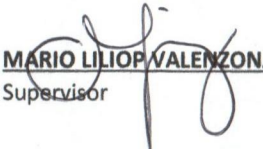
  
**MARIO C. BANTUGAN**  
 Ratee

Approved:

  
**MARIO LILIO VALENZONA**  
 Director, GSD

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 Cleaned and maintained</b>	Cleaning of Office and surrounding	1	1	5	4	5	4.667	
		Comfort Room	3	3	4	5	5	4.667	
<b>MFO 2 - Administrative Services</b>	<b>PI 1.2 Administrative documents, approved/acted within on day from receive</b>	Prepare Payrolls, Vouchers, PR's, RIS, Appointments JO's Application for Leave, UBR, OBR, Trip Tickets, Cash Advance, IPCR, OPCR, IGP Project report, etc.	300	400	5	5	4	4.667	
	<b>PI-1.3 Programming of Job Request</b>	Receive and recording of all job request and forwarded to 6 units under the GSD, IDBMU, PESMU, WSSMU, HELVMU, LSWMU, ILFMU.	600	670	5	5	4	4.667	
	<b>PI-1.4- Encoding of Electric Bills</b>	Prepare of electric, water, repair and maintenance Billing for VSU Faculty & Staff and all VSU Commercials and IGP Buildings	700	700	5	5	4	4.667	
	<b>PI 1.5 Messengerial services</b>	Recording & Forward and follow-up of documents: Appointments, Payrolls, RIS, Vouchers, Project reports electric bills, per diems	600	700	5	5	4	4.67	
<b>Total Over-all Rating</b>								28.00	
Average Rating (Total Over-all rating divided by 4)				4.67	Comments & Recommendations for Development Purpose: <i>Knowledgeable of office works assigned</i>				
Additional Points:									
Punctuality:									
Approved Additional point (with copy of approval)									
FINAL RATING				4.67					
ADJECTIVAL RATING				0					


Evaluate & Rated by:

  
**MARIO LILIO VALENZONA**  
 Supervisor

Recommending Approval:

  
**MARIO LILIO VALENZONA**  
 Director, GSD

Approved by:

  
**REMBERTO A. PATINDOL**  
 Vice Pres. For Adm. & Finance



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-Dec. 2019Name of Staff: MARIO C. BANTUGANPosition: Adm. 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

15

B. Leadership & Management (For supervisors only to be rated by higher supervisor)		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 4.58

Overall recommendation

MARIO LILIO VALENZONA  
Director, GSD



EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Mario C. Bantugan

Performance Rating: Outstanding

Aim: Efficient delivery of service

Proposed Interventions to Improve Performance:

Date: July 2019 Target Date: August 2019

First Step:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Result: Attend Training and seminars .  
\_\_\_\_\_  
\_\_\_\_\_

Date: October 2019 Target Date: October 2019

Next Step:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Outcome: \_\_\_\_\_

Final Step/Recommendation:  
\_\_\_\_\_

Prepared by:

MARIO LILIO VALENZONA  
Supervisor

Conform:

MARIO C. BANTUGAN  
Name of Ratee Faculty/Staff