



## 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	4.67	70%	3.27
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.42
TOTAL NUMERICAL RATING			4.69

TOTAL NUMERICAL RATING: 4.69

Add: Additional Approved Points, if any: NONE

TOTAL NUMERICAL RATING: 4.69

FINAL NUMERICAL RATING 4.69

ADJECTIVAL RATING: Outstanding

Prepared by: MARVIN B. BANDALAN  
Name of Staff

Reviewed by: ARGINA M. POMIDA  
Department/Office Head

Recommending Approval: ARGINA M. POMIDA  
Dean/Director

Approved: DILBERTO O. FERRAREN  
Vice President

**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 January 1, 2020 to June 30, 2020.

  
**MARVIN B. BANDALAN**  
Ratee


Approved:   
**ARGINA M. POMIDA**  
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sub>1</sub>	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	150 documents	4	4	5	4.33	
	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 & Seafrost Suites	250 documents	171 documents	4	4	4	4	
	No. of statements of accounts prepared	Prepares and disseminates individual Statement of Accounts for VSU Market, Spring Water & IGP Dormitory Projects	300 Statement of Account	507 documents	5	5	5	5	
	On time submission of Monthly Financial Reports of Sales and Collections	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	Submitted Monthly Financial Report SU Market, Electricity, Spring Water, IGP Dormitory & Pili Nuts	4	4	4	4	
	No. of Pre-procurement, Pre-Bidding and Bidding Conferences attended	Attends/Facilitates Pre-Procurement, Pre-Bidding Conference and Bidding Conference	10 Conferences	42	5	5	5	5	
	No. of Purchase Order (PO) prepared and processed	Prepares, consolidated and process Purchase Order (PO) from Bidding	75 Purchase Order	85POs	4	5	5	4.67	

Monitoring of IGP's	No. of IGP's monitored	Receives/Checks/Releases monthly financial reports	125 Monthly Financial Reports	150	5	5		5	
	No. of Order of Payment prepared and released	Prepares & releases Order of Payment for IGP's	125	500	5	5	5	5	
	No. of inventory conducted	Conduct of inventory for IGP's	1	1	4	4	4	4	
Best Practices & Innovations	% concessionaires following/implementing proper garbage segregation & management	Observes & monitor concessionaires in implementing garbage segregation & management	80%	80%	5	5	5	5	
Total Over-all Rating								56.00	


Average Rating (Total Over-all rating divided by 4)	4.67		<b>Comments &amp; Recommendations for Development Purpose:</b> <i>Hard working, honest, responsible &amp; help maintain the office performance</i>
Additional Points:			
Punctuality	xx		
Approved Additional points (with copy of approval)	xx		
FINAL RATING	4.67		
ADJECTIVAL RATING	Outstanding		

Evaluated & Rated by:

  
 ARGINA M. POMIDA  
 Dept/Unit Head

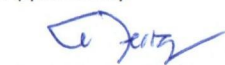
Date: \_\_\_\_\_

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

### PERFORMANCE MONITORING FORM

Name of Employee: Marvin B. Bandalan

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Submission of Monthly Financial Report for VSU Market, Electricity and Pili Nuts and Mango Project	Submission of Monthly Financial Report on or before the 5 <sup>th</sup> day of the month	January – June 2020	January – June 2020	January – June 2020	Impressive	Outstanding	
2	Prepare and disseminate Statement of Accounts to VSU Market Concessionaires	On time preparation and dissemination of Statement of Accounts	January – June 2020	January – June 2020	January – June 2020	Impressive	Outstanding	
3	Consolidate and check Project Reports for Revolving fund and Special Trust Fund	Number of Projects report checked and forwarded to COA	January – June 2020	January – June 2020	January – June 2020	Impressive	Very satisfactory	
4	Prepare Purchase Order for Bidding	Error free preparation of Purchase	January – June 2020	January – June 2020	January – June 2020	Impressive	Very satisfactory	

		Order, monitor and facilitate PO until its approval						
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\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:



ARGINA M. POMIDA

Unit Head



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

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.	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		57				

<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		4.75				

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

*ARGINA M. POMIDA*

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

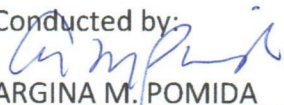
Head of Office: ARGINA M. POMIDA

Number of Personnel: 4

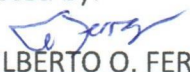
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring (January 24, 2020)		Called a meeting to discuss the removal of extension of the eatery to be used as venue for the upcoming anniversary			
Coaching					

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 (January – June 30, 2020)

Aim: To streamline office processes through ISO 9001:2015 and efficient member of BAC Secretariat

Proposed Interventions to Improve Performance:

Date: January 2020

Target Date: January – June 2020

First Step:

Attend refresher training/workshop on SWOT, ROAM and OTPs; RA 9184 Procurement during emergency cases

Result:

Attended series of workshop SWOT, ROAM and OTPs conducted by QAC lead auditor; Procurement during emergency cases webinar by GPPB representative

Date: January 2020

Target Date: January – June 2020

Next Step:


Shared and disseminated new knowledge acquired during the workshop and webinar with co-workers

Outcome:


Final Step/Recommendation:

Applied new knowledge learned from training/workshop and webinar in his day to day operation in the office.

Prepared by:

  
ARGINA M. POMIDA  
Unit Head

Conforme:

  
MARVIN B. BANDALAN  
Administrative Aide III