



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR 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	4.43	70%	3.101
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.5	30%	1.35
TOTAL NUMERICAL RATING			4.451

TOTAL NUMERICAL RATING: 4.451

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.451

FINAL NUMERICAL RATING 4.451

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

Mario C. Bantugan
MARIO C. BANTUGAN
Name of Staff 7/22/24

Reviewed by:

Mario Lilio Valenzona
MARIO LILIO VALENZONA
Department/Office Head 7/23/24

Recommending Approval:

Mario Lilio Valenzona
MARIO LILIO VALENZONA
Dean/Director 7/23/24

Approved:


Elwin Jay V. Yu 7/25/24
ELWIN JAY V. YU
Vice President



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARIO C. BANTUGAN** of the PHYSICAL PLANT OFFICE, commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period: **JANUARY-JUNE 2024**

Approved:


MARIO C. BANTUGAN
Ratee 7/22/24


MARIO LILIO VALENZONA
Director, PPO 7/23/24

MFO & Performance Indicators	Program/Activities/Projects	Tasks Assigned	TARGET	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO1- Janitorial Services	PI 1.1 Cleaned and maintained	Cleaning of Office and surrounding	1	1	5	4	5	4.7	
		Comfort Room	3	3	5	4	5	4.7	
MFO 2 - Administrative Services	PI 1.2 Administrative documents, approved/acted within on day from receive	Prepare Payrolls, Vouchers, RIS, Appointments JO's Application for Leave, UBR, OBR, Trip Tickets, Cash Advance, IPCR, OPCR, IGP Project report, etc.	60	55	5	4	4	4.3	
		Prepare of PPMP, PRs, Purchase Order, for Pakyaw Services	40	30	5	4	4	4.3	
		Prepare RIS for withdrawal of Construction Materials	60	40	5	4	4	4.3	
	PI 1.3 Messengerial services	Recording & Forward and follow-up of documents: Appointments, Payrolls, RIS, Vouchers, Project reports electric bills, per diems	90	85	5	4	4	4.3	
Total Over-all Rating								26.57	
Average Rating (Total Over-all rating divided by 4)					4.43	Comments & Recommendations for Development Purpose: Basic Occupational safety and health			
Additional Points:									
Punctuality:									
Approved Additional point (with copy of approval)									
FINAL RATING					4.43				
ADJECTIVAL RATING									

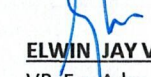
Evaluate & Rated by:

Recommending Approval:

Approved by:


MARIO LILIO VALENZONA
Supervisor
Date: 7/22/24


MARIO LILIO VALENZONA
Director, PPO
Date: 7/23/24


ELWIN JAY V. YU
VP. For Adm. & Finance
Date: 7/25/24

1-Quality
2-Efficiency
3-Timeliness
4-Average

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 nd	
	3 rd	
	4th	

Name of Office : PPES (PPO)

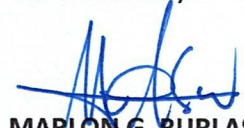
Head of Office: MARLON G. BURLAS (PPO)

Number of Personnel: 12

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		Meeting with staff. March 10, 2024			
Coaching	Staff in-charge in the submission of materials				

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

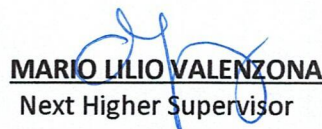
Conducted by:



MARLON G. BURLAS

Immediate Supervisor

Noted by:



MARIO LILIO VALENZONA

Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MARIO C. BANTUGAN**

Performance Rating: January- June 2024

To develop skills and abilities in the organization needed to effectively performed the task.

Proposed Interventions to Improve Performance:

Date: January 2024 Target Date: March 2024

First Step: Working as a team

Result: Improve intra-personal relationship

Date: March 2024 Target Date: June 2024

Next Step: Collaboration in the organization

Outcome: Building a working team

Final Step/Recommendation:

Effectively delivered the required service

Prepared by:

MARIO LILIO VALENZONA
Supervisor 7/23/24

Conforme:

MARIO C. BANTUGAN
Name of Ratee Faculty/Staff 7/23/24



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January _ June 2024

Name of Staff: MARIO C. BANTUGAN

Position: Admin. 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



PHYSICAL PLANT OFFICE

Visayas State University, Baybay City, Leyte
Email: ppo@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1041

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		54				
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		4.5				
Overall recommendation:						

MARIO LILIO VALENZONA
Immediate Supervisor

7/23/24