



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	4.80	70%	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.50
TOTAL NUMERICAL RATING			4.86

TOTAL NUMERICAL RATING: 4.86

Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.86

ADJECTIVAL RATING: **Outstanding**

Prepared by:

Reviewed by:

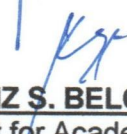

MARVIN B. BANDALAN
Name of Staff


CHARIS B. LIMBO-RIVERA
Department/Office Head

Recommending Approval:


BAYRON S. BARREDO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

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 January -June 2023.

MARVIN B. BANDALAN

Ratee

CHARIS B. LIMBO-RIVERA

Director, IHK

Date: _____

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
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	68	4	4	4	4.00	
Secretariat Works	Number of PPMP, PRs prepared and submitted	Prepare PPMP and PRs	5	9 PPMP, 23 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	61	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	


Additional Output	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	5	5	5.00	
	Number of Contract, Accomplishment Report and Payroll prepared	Prepares Contract, Accomplishment Report and Payroll for Officiating Officials	21	21	5	5	5	5.00	
	No. of inventory of supplies and equipment conducted	Conducts inventory of supplies and equipment	1	1	5	5	5	5.00	
	No. of copies produced for faculty midterm and final examination	Duplicates/produces copies using RISO	15,000.00	15,000.00	5	5	5	5.00	
Total Over-all Rating								48.00	
Averaged Rating								4.80	

Average Rating (Total Over-all rating divided by 4)		4.80
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.80
ADJECTIVAL RATING		Outstanding

Comments and Recommendations for Development Purposes


Can always be counted on to complete tasks in a timely and accurate manner. keep it up!

Evaluated by:


CHARIS B. LIMBO-RIVERA
 Unit Head


Date: _____

Recommending Approval:


BAYRON S. BARREDO
 College Dean

Date: 8-22-13

Approved:


BEATRIZ S. BELONIAS
 Vice-Pres. for Academic Affairs

Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY 2023 – June 2023

Name of Staff: MARVIN B. BANDALAN

Position: Admin Aide IV

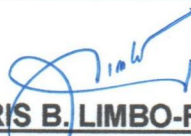
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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

improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total 60				
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	5.0				

Overall recommendation : _____


CHARIS B. LIMBO-RIVERA
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MARVIN B. BANDALAN**
Performance Rating: **January – June 2023**

Aim: **To further enhance administrative and custodial services**

Proposed Interventions to Improve Performance:

Date: **January 2023**

Target Date: **June 2023**

First Step: **Familiarize all sports supplies and equipment**

Result: **Conduct of inventory of all sports supplies and equipment**

Date: **January 2023** Target Date: **January 14, 2023**

Next Step:

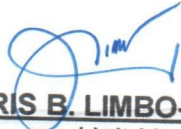
Attend seminar workshop on RA 9184 and Custodial Services

Outcome: _____

Final Step/Recommendation:

Attendance to RA 9184 and Custodial Services for effective implementation.

Prepared by:


CHARIS B. LIMBO-RIVERA
Unit Head

Conforme:


MARVIN B. BANDALAN
Name of Ratee Staff