



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 | 4.83 | 30% | 1.45 |
| TOTAL NUMERICAL RATING | | | |

TOTAL NUMERICAL RATING: 4.81
Add: Additional Approved Points, if any: NONE
TOTAL NUMERICAL RATING: 4.81

FINAL NUMERICAL RATING 4.81

ADJECTIVAL RATING: Outstanding

Prepared by: MS
MARVIN B. BANDALAN
Name of Staff

Reviewed by: Argina M. Pomida
ARGINA M. POMIDA
Department/Office Head

Recommending Approval: Argina M. Pomida
ARGINA M. POMIDA
Dean/Director

Approved: Dilberto O. Ferraren
DILBERTO O. FERRAREN
Vice President

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Marvin B. Bandalan, of the RGAS/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 July 1, 2021 to December 31, 2021.

MARVIN B. BANDALAN

Ratee

Approved:

ARGINA M. POMIDA

Head of Unit



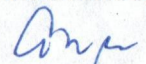
| MFO & PAPs | Success Indicators | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|--|--|---|-------------------------------|-------------------------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| 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 and project managers | 15 documents | 15 documents | 5 | 5 | 4 | 4.67 | |
| | No. of official documents prepared: Purchased requests, Vouchers, Appointments (JO), Leave applications, Payroll (JO), RIS, PPMP's | Prepares and processed documents for RGAS/IGP Office and attached projects e.g. VSU Market, Spring Water, IGP Dormitory, VSU Garden Beach Resort and RGAS | 50 documents | 65 documents | 5 | 4 | 5 | 4.67 | |
| | 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 | 300 Statement of Account | 5 | 4 | 4 | 4.33 | |
| | Number Monthly Financial Reports of Sales and Collections | Prepares monthly financial for VSU Market, Electricity, Pili Nuts Projects | 15 | 18 Monthly Financial Reports | 5 | 5 | 5 | 5 | |
| Monitoring of IGP's | No. of IGP's monitored | Receives/Checks/Releases monthly financial reports | 150 Monthly Financial Reports | 322 Total Monthly Financial Reports | 5 | 5 | 5 | 5 | |

| | | | | | | | | | |
|---|---|--|-----|----------------------|---|---|---|------|--|
| | No. of Order of Payment prepared and released | Prepares & releases Order of Payment for IGP's | 100 | 145 Order of Payment | 5 | 5 | 5 | 5 | |
| | No. of IGP Review Facilitated | Facilitates conduct of IGP Review | 1 | 1 | 5 | 5 | 5 | 5 | |
| Best Practices & Innovations | Number of concessionaires requesting for repair and maintenance | Inspects and requests for repair and maintenance of facilities | 10 | 10 | 5 | 4 | 4 | 4.33 | |
| Total Over-all Rating | | | | | | | | | |

| | | |
|--|--|--------------|
| Average Rating (Total Over-all rating divided by 4) | | 48.00 |
| Additional Points: | | xx |
| Punctuality | | xx |
| Approved Additional points (with copy of approval) | | xx |
| FINAL RATING | | 48.00 |
| ADJECTIVAL RATING | | 0 |

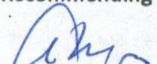
| |
|--|
| Comments & Recommendations for Development Purpose: <i>Responsible & trust worthy.</i> <i>He also needs training for new system & technology.</i> |
|--|

Evaluated & Rated by:


ARGINA M. POMIDA
 Dept/Unit Head

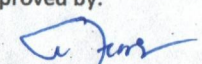
Date: _____

Recommending Approval:


ARGINA M. POMIDA
 Director, RGAS/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 th day of the month | July– Dec. 2021 | July– Dec. 2021 | July– Dec. 2021 | Impressive | Very Satisfactory | |
| 2 | Prepare and disseminate Statement of Accounts to VSU Market Concessionaires | On time preparation and dissemination of Statement of Accounts | July– Dec. 2021 | July– Dec. 2021 | July– Dec. 2021 | Impressive | Very Satisfactory | |
| 3 | Consolidate and check Project Reports for Revolving fund and Special Trust Fund | Number of Projects report checked and forwarded to COA | July– Dec. 2021 | July– Dec. 2021 | July– Dec. 2021 | Impressive | Outstanding | |
| 4 | Prepare Purchase Order for Bidding | Error free preparation of Purchase | July– Dec. 2021 | July– Dec. 2021 | July– Dec. 2021 | Impressive | Outstanding | |

| | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
| | | Order, monitor and facilitate PO until its approval | | | | | | |
|--|--|--|--|--|--|--|--|--|

* Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:


ARGINA M. POMIDA
Unit Head

PERFORMANCE MONITORING FORM

Name of Employee: Marvin B. Bandalan

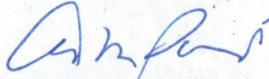
| Task No. | Task Description | Expected Output | Date Assigned | Expected Date to Accomplish | Actual Date accomplished | Quality of Output* | Overall assessment of output** | Remarks/Recommendation |
|----------|--|--|-----------------|-----------------------------|--------------------------|--------------------|--------------------------------|------------------------|
| 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 th day of the month | July- Dec. 2021 | July- Dec. 2021 | July- Dec. 2021 | Impressive | Very Satisfactory | |
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|--|--|--|--|--|--|--|--|--|
| | | Order, monitor and facilitate PO until its approval | | | | | | |
|--|--|--|--|--|--|--|--|--|

* 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

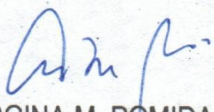
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

| 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 | | | | | |
|--|---|---|---|---|-------|
| 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 | | | | | 58 |
| Average Score | | | | | 4.63 |

Overall recommendation :


 ARGINA M. POMIDA
 Printed Name and Signature
 Head of Office

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
 Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: OAS/IGPO

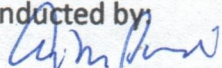
Head of Office: ARGINA M. POMIDA

Number of Personnel: 9

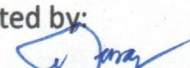
| Activity Monitoring | MECHANISM | | | | Remarks |
|--------------------------------|------------|---|------|-----------------------|---------|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Monitoring (Sept 13., 2021) | | Called a meeting to discuss the OTPs of the Office in preparation for the upcoming ISO internal audit | | | |
| 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 (July - December 2021)

Aim: To gain insights of the goals and targets of the office

Proposed Interventions to Improve Performance:

Date: September-October 2021

Target Date: July - December 2021

First Step:

Review and revisit Strategic Plan

Result:

Reviewed and revisit the Strategic Plan and attended workshop on the Assessment of Accomplishment and Target Settings of the Strategic Plan

Date: September 2021 Target Date: September – October 2021

Next Step:

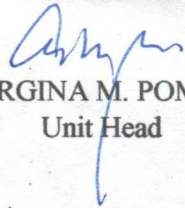
Shared and disseminated new knowledge acquired during the workshop

Outcome:


Final Step/Recommendation:

Applied new knowledge learned from training/workshop by re-aligning the SWOT, ROAM and OTPs with the Strategic Plan

Prepared by:


ARGINA M. POMIDA
Unit Head

Conforme:


MARVIN B. BANDALAN
Administrative Aide III