



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.86	70%	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.85

TOTAL NUMERICAL RATING: 4.85

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.85

FINAL NUMERICAL RATING 4.85

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

MARCHO P. BANDALAN

Name of Staff

Reviewed by:

ALICIA M. FLORES

Department/Office Head

Recommending Approval:

RYSAN C. GUINOCOR

Director, ASO

Approved:

DANIEL LESLIE S. TAN

Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Marcho P. Bandalan**, of the **SUPPLY & PROPERTY OFFICE** 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 to June, 2023**.

MARCHO P. BANDALAN

Ratee

ALICIA M. FLORES

Head, SPMO

UGASS5: SUPPORT TO OPERATIONS

OVPAF STO 1: ISO aligned management documents

ODAS STO 1: ISO 9001:2015 aligned documents and compliant processes

ODAS GASS: Supply and Property Management Services

MFO/PAPS	Program/Activities Undertaken	Task Assigned	JANUARY to DECEMBER 2023 TARGET	JANUARY to JUNE 2023 ACCOMPLISHMENT	Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
SPMO 1: ISO 9001:2015 aligned documents and compliant processes									
PI 1. Performance rating for Supply and Property management services	A.1: Percentage of clients served and rated the services received at least very satisfactory or higher	T 1: Serves and attends to cleints requests	95% of clients rated services as very satisfactory or higher	95% of clients rated services as very satisfactory or higher	5	5	5	5.00	
SPMO 2: ARTA aligned frontline services									
PI 9: Efficient and customer friendly Services	A.1: Frontline services	T 1: Serves and attends to cleints requests and inquiries.	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5.00	
ODAS GASS 1: Administrative and Support Services									
SPMO 1: Administrative and Support Services									

MFO/PAPS	Program/Activities Undertaken	Task Assigned	JANUARY to DECEMBER 2023 TARGET	JANUARY to JUNE 2023 ACCOMPLISHMENT	Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
PI 2: Efficient Office Management and maintenance	A.1: Management and supervision of SPMO warehouse for Construction materials	Manages and supervises the over-all operation of SPMO warehouse for Construction materials	100%	100%	5	5	5	5.00	
	A. 2: No. of hours spent for cleaning the storage area and surroundings	T 2: Cleans and fixes the storage area and surroundings	200 hrs	120hrs	5	5	5	5.00	
ODAS GASS 3: Supply & Property Management Services									
PI 2: Receipt and acceptance of supplies, materials and equipment	A 1 : Percentage of the items in the PO received & checked from local suppliers	T 1: Receives, checks, records and arrange systematically supplies and materials in the warehouse	100%	100% (437/437 PO's)	5	5	5	5.00	
PI 4: Reconciliation, moniotoring, up-dating and maintenance of Bin card and stock card with stocks on hand	A.1: Percentage of the stockcards maintained/updated/monitored	T 1: Maintains/updates/monitors stocks through the stockcards	100%	100% (91/91)	5	5	5	5.00	
PI 5: Receipt of RIS and issuance of Supplies, Materials and Equipment	A 1: Percentage of approved RIS and withdrawal slip served issued & recorded	T 1: Serves, issues and records approved RIS and withdrawal slip	100%	100% (672/672 RIS)	5	5	5	5.00	
	A 2: No. of assists performed on direct delivery of supplies/construction materials, and heavy equipment	T 2: Assists in the direct delivery of supplies, construction materials and heavy equipment	20	18	5	5	4	4.67	
	A 3: No. of deliveries of S/M to different dept./ centers offices/units	T 3: Delivers supplies and materials to different dept./centers/office/units	50	35	5	5	4	4.67	

MFO/PAPS	Program/Activities Undertaken	Task Assigned	JANUARY to DECEMBER 2023 TARGET	JANUARY to JUNE 2023 ACCOMPLISHMENT	Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
PI 9: Physical inventory taking	A 1: No. of Physical inventory of Supplies and Materials conducted	T 1: Conducts Physical inventory of supplies and materials in the bodega	1	1	5	5	4	4.67	
	A 2: No. of reports of physical inventory prepared.	T 2: Prepares and submits Physical Inventory Report to the office head and for COA	1	1	5	5	4	4.67	
	A 3: No. of Physical Inventory for Supplies, Materials, Buildings, Properties, and Equipment conducted	T 3: Conducts physical inventory of supplies, materials and equipment in different offices/ end users	20	12	5	5	4	4.67	
Total Over-all Rating					60	60	55	58.333	

Average Rating (Total Over-all rating divided by 12)		4.86
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations for Development Purposes:

* Recommended to attend the warehousing & storage Management Seminar/training
* Property & Supply management System

Evaluated and Rated by:


ALICIA M. FLORES

Head, SPO

Date: 7/25/23

Recommending Approval:


RYSAN C. GUINOCOR

Director, ASO

Date: 7/25/23

Approved by:


DANIEL LESLIE S. TAN

VP for Admin and Finance

Date: 7/26/23

1 - quality 2- efficiency 3- timeliness 4- Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2023

Name of Staff: **MARCHO P. BANDALAN**

Position: Administrative 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 improvement of his work accomplishment	5	4	3	2	1
12. Willing to be trained and developed	5	4	3	2	1
Total Score	58				
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	4.83				
Overall recommendation	:				


ALICIA M. FLORES
 Head, SPO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MARCHO P. BANDALAN**

Performance Rating: **January - June 2023**

Aim: **Effective and efficient delivery of Supply and Property Management Services**

Proposed Interventions to Improve Performance:

Date: **January 1**

Target Date: **June 30, 2023**

First Step:

Recommended to attend Seminar-Workshop applicable to Property Custodian and as government personnel/employee such as:

- 1.) Training/Seminars conducted by POAP**
- 2.) Supply and Property Management System to be conducted by COA**

Result:

- Approved POAP training/seminar**

Date: **January 2023**

Target Date: **August 25-26, 2023**

Next Step:

Outcome: Not attended yet the recommended seminar/trainings/workshops.

Final Step/Recommendation:

Recommended to attend the following:

- 1. Warehousing and Storage Management Seminar/Training**
- 2. Property and Supply Management System**

Prepared by:


ALICIA M. FLORES
Unit Head

Conforme:


MARCHO P. BANDALAN
Name of Ratee