



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Marvin B. Bandalan

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.83	70%	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
TOTAL NUMERICAL RATING			4.88

TOTAL NUMERICAL RATING: 4.88

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.88

FINAL NUMERICAL RATING 4.88

ADJECTIVAL RATING: OUTSTANDING

Prepared by: [Signature]
MARVIN B. BANDALAN
Name of Staff

Reviewed by: [Signature]
ANDREW A. MAZO
Department/Office Head

Recommending Approval:

[Signature]
BAYRON S. BARREDO
Dean, College of Education

Approved:

[Signature]
ROTACIO S. GRAVOSO
Vice President



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 **accomplishments** in accordance with the indicated measures for the period January - June 2024.

MARVIN B. BANDALAN

Ratee

Date: July 10, 2024

ANDREW A. MAZO

Director, IHK

Date: July 10, 2024

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	
	Number of Contract prepared for Officiating officials and Judges during VSU special events	Prepare Contract of Lease	5	3 Kaugmaran, 2 Goodwill	5	5	5	5	
Custodial Services	Issuance of athletic/equipment for students/faculty/staff	Gives proper instruction of the supplies issued	55	78	5	4	4	4.33	
	Number of inventory conducted for sports supplies and equipment	Inventory of sports supplies and equipment	1	1	5	5	5	5.00	
	Number of RSUP/WMR submitted to Supply office		1	4	5	5	5	5.00	
Secretariat Works	Number of PPMP, PRs prepared and submitted	Prepare PPMP and PRs	5	1 PPMP, 16 PRs	5	5	5	5.00	
Janitorial Services	100% of offices cleaned and maintained	Cleaning the Property Office	100%	100%	5	5	5	5	

Monitoring and Managing Services	Number of end-user/requesting parties for the use of the University Gym	Give proper direction to the end-user	10	30	5	4	4	4.33	
	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	5	4	4	4.33	
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 documents for RISO	Duplicates/RISOGographs documents for examination Purposes	10,000 copies	22,470 copies	5	5	5	5.00	
	Percentage of BAC Secretariat Duties and Responsibilities accomplished	BAC Secretariat for Goods and Services	100%	100%	5	5	5	5.00	
Total Over-all Rating								57.99	
Averaged Rating								4.83	

Average Rating (Total Over-all rating divided by 4)		4.83
Additional Points:		xx
Punctuality		xx
Approved Additional points (with copy of approval)		xx
FINAL RATING		4.83
ADJECTIVAL RATING		Outstanding

Comments and Recommendations for Development Purposes

*Very dependable and trust worthy.
Can work with minimum supervision.*

Evaluated by:

ANDREW A. MAZO

Unit Head

Date: July 10, 2024

Recommending Approval:

BAYRON S. BARREDO

College Dean

Date: July 11, 2024

Approved:

ROTACIO S. GRAVOSO

Vice-Pres. for Academic Affairs

Date: 07/11/24

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: INSTITUTE OF HUMAN KINETICS

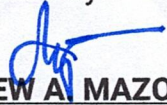
Head of Office: ANDREW A. MAZO

Number of Personnel: 32

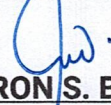
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Review and Finalization of the Institute and Individual Accomplishments (January – June 2024)		Faculty Meeting June 14, 2024			Each faculty finalize their IPCR Accomplishments (January – June 2024)
Coaching Review the needed support to facilitate the attainment of the Institute’s targets (Jan-June 2024)		Faculty Meeting June 20, 2024			Submit a List of support needed to attain targets

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

Conducted by:


ANDREW A. MAZO
Immediate Supervisor
Supervisor

Noted by:


BAYRON S. BARREDO
Next Higher

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARVIN B. BANDALAN
Performance Rating: January – June 2024

Aim: To further enhance administrative and custodial services

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date: June 2024

First Step: Familiarize all sports supplies and equipment

Result: Conduct of inventory of all sports supplies and equipment

Date: July 2024 Target Date: July 6, 2024

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:


ANDREW A. MAZO
Unit Head

Conforme:


MARVIN B. BANDALAN
Name of Ratee Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2024

Name of Staff: Marvin B. Bandalan Position: Admin Aid 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		5				
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						
Overall recommendation:						


ANDREW A. MAZO
 Immediate Supervisor