


COMPUTATION FOR FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

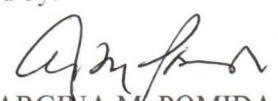
Name of Administrative Staff: MARVIN B. BANDALAN

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.73	70%	3.31
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.29
TOTAL NUMERICAL RATING			4.60

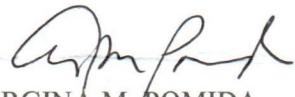
TOTAL NUMERICAL RATING: 4.60
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.60


FINAL NUMERICAL RATING 4.60
ADJECTIVAL RATING: Outstanding

Prepared by:

MARVIN B. BANDALAN
Name of Staff

Reviewed by:

ARGINA M. POMIDA
Department/Office Head

Recommending Approval:


ARGINA M. POMIDA
Director, OAS/IGP

Approved:

DILBERTO O. FERRAREN
Vice President for Planning, Resource
Generation & External Affairs

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I, Marvin B. Bandalan, of the 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 January 1 to June 30, 2019.

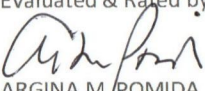
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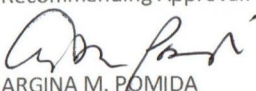
ARGINA M. POMIDA

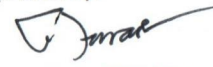
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Average Rating (Total Over-all rating divided by 4)		4.73
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.73
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:
 He knows his job very well but needs training on records & filing management

Evaluated & Rated by:

 ARGINA M. POMIDA
 Unit Head

Recommending Approval:

 ARGINA M. POMIDA
 Director, OAS/IGP

Approved by:

 DILBERTO O. FERRAREN
 Vice President

Date: _____

Date: _____

Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY TO JUNE 2018

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. Demonstrate 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 other 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 his/her work which is easily retrievable when needed	(5)	4	3	2	1	
8. Suggests new ways to further improve his/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		48				
B. Leadership & Management (For supervisors only to be rated by higher supervisor)		Scale				
1. Demonstrate 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. Demonstrate, 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	4.87				

Overall recommendation:

Outstanding


ARGINA M. POMIDA
Head of Office

PERFORMANCE MONITORING FORMName 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	Prepare and process Appointment of Project Managers	On time preparation and processing of project manager's appointment	January 2019	February 2019	February 2019	Impressive	Outstanding	
2	Prepare Contract of Lease for VSU Market Concessionaires	On time preparation and processing of Contract of Lease	March 2019	April 2019	April 2019	Impressive	Outstanding	
3	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	January – December 2019	January – December 2019	January – December 2019	Impressive	Outstanding	
4	Prepare and disseminate Statement of Accounts to VSU Market Concessionaires	On time preparation and dissemination of Statement of Accounts	January – December 2019	January – December 2019	January – December 2019	Impressive	Outstanding	

5	Consolidate and check Project Reports for Revolving fund and Special Trust Fund	Number of Projects report checked and forwarded to COA	January – December 2019	January – December 2019	January – December 2019	Impressive	Very satisfactory	
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* Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:


ARGINA M. POMIDA
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARVIN B. BANDALAN

Performance Rating: Outstanding (January – June 30, 2019)

Aim: To find solutions on the problems of the office

Proposed Interventions to Improve Performance:

Date: July 2018 Target Date: July - December 2018

First Step:

Attend workshop on ISO 9001:2015

Result:

Attended series of workshop on ISO 9001:2015, Management system documentation of the Organization.

Date: January 2019 Target Date: January – June 2019

Next Step:


Share and disseminated new knowledge on ISO 9001:2015 to co-workers.

Outcome:


Final Step/Recommendation:

Acquired and shared new knowledge on ISO 9001:2015 re: proper documentation and record keeping

Prepared by:


ARGINA M. POMIDA
Unit Head

Conforme:


MARVIN B. BANDALAN
Administrative Aide III