COMPUTATION FOR FINAL INDIVIDUAL RATING FOR ADMINISTRATICE 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
	4.60		

TOTAL NUMERICAL RATING:

4.60

Add: Additional Approved Points, if any:

4.60

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 "Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Marvin B. Bandalan		, of the IGP (Office, VS	SU com	mits to delive	r and agree	e to be rated or	n the attainmen	t of the follo	wing target	s in accorda	nce with
the indicated measures for	or the period	January	1	_ to	June 30		2019.					
						0 1						

MARVIN B. BANDALAN

Approved:

ARGINA M. POMIDA

Head of Unit

MFO & PAPs						F	Rating	Remarks	
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	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	5	5	5	5	
Administrative services	No. of communications/notices/prepared memos	Prepares notice to VSU market concessionaires/notice for electricity line disconnection	6 notices/communications	12 notices/ communications	4	4	4	4	
	No. of official documents prepared: Purchased requests , Vouchers, Appointments (JO), Leave applications, Payroll (JO), RIS, PPMP's	Prepares documents for IGP Office and its attached project: VSU Market and Other Rented Facilities, Electricity and Pili Nuts and Mango	280 documents	315 documents	5	5	4	4.67	
	No. of statements of accounts prepared and disseminated	Prepares and disseminates individual Statement of Accounts for VSU Market, and Electricity bill	400 Statement of Accounts	780 Statement of Accounts	5	5	4	4.67	
	On time submission of Monthly Financial Report	Prepares Monthly Financial Report for VSU Market and Other Rented Facilities, Electricity and Pili Nuts and Mango	Submission of Monthly Financial Report on or before the 5 th day of the following month	On time submission of Monthly Financial Reports	5	5	5	5	
	No. of contract renewed/Appointment of project manager	Prepares contract of lease for concessionaires and appointment of Project Managers	50 MOA 45 Project Managers Appointment	65 MOA 50 Project Managers Appointment	5	5	4	4.67	
	No. of ISO 9001:2015 aligned procedures manual prepared/encoded	Prepares draft for IGPO procedures manual	1	3	5	5	4	4.67	
Monitoring of IGP's	No. of IGP's monitored	Receives/checks/releases monthly financial reports and forwards to Commission on Audit (COA)	150 Monthly Financial Reports	218 Monthly Financial Reports	5	5	5	5	
	No. of Order of Payment released	Prepares & releases Order of Payment for IGP's	200	250	4	5	5	4.67	
	No. of inventory conducted	Conduct of inventory for IGP's	1	1	5	4	5	4.67	
Collection Services	100% of paying clients/customers of the day served		100%	100%	5	5	5	5	
Total Over-all Rating								52.02	

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: the known his job plry well but needs training on records of
filling management

Evaluated & Rated by: ARGINA M, POMIDA Unit Head	ARGINA M. POMIDA Director, OAS/IGP	DILBERTO O. FERRAREN Vice President
Date:	Date:	Date:

4 - Average

3 – Timeliness

1 - Quality

2- Efficiency

Annex O

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)			Scal	е	
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	
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	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.	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
	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
	improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed (5	4	3	2	1
	Total Score	2	1			
sup	transacting business with the office fulfilling and rewarding. Makes self-available to clients even beyond official time. Submits urgent non-routine reports required by higher offices/agencies such a CHED, DBM, CSC, DOST, NEDA, PASUC and other similar regulatory agencies within specified time by rendering overtime work even without overtime pay Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks 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 Keeps accurate records of his/her work which is easily retrievable when neede suggests new ways to further improve his/her work and the services of the office to its clients 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 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 Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment Willing to be trained and developed Total Score readership & Management (For supervisors only to be rated by higher ervisor)		5	cale		
ar	emonstrate 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. V	isionary and creative to draw strategic and specific plans and targets of the	5	4	3	2	1

Average Score	4.	87			
Total Score					
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
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit	5	4	3	2	1
 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

Overall recommendation:

Outstanding

ARGINA M. POMIDA
Head of Office

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/ Recommen- dation
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	

	Consolidate and check	Number of	January -	January –	anuary –	Impressive	Very	
5	Project Reports for	Projects report	December	December	December		satisfactory	
	Revolving fund and	checked and	2019	2019	2019			
	Special Trust Fund	forwarded to						
		COA						

^{*} 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