Annex P

# COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE ST

Name of Administrative Staff:

## MARVIN B. BANDALAN

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.70	70%	3.29
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.70	30%	1.41
1	TOTAL NUM	ERICAL RATING	4.70

TOTAL NUMERICAL RATING: 4.7

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.70

ADJECTIVAL RATING:

Prepared by:

Reviewed by:

MARVIN B. BANDALAN

Name of Staff

ARGINA M. POMIDA
Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL

Chairman, PMT

Approved:

EDGARDO E. TULIN

President

# "Exhibit B"

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

, 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 July 1, 2017 to December 31, 2017. I, Marvin B. Bandalan

/ K MARVIN B. BANDALAN Ratee

Approved:

ARGINA M. POMIDA Head of Unit

						Rating	٥		Remarks	
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	o,	E <sup>2</sup> T		A4		
Efficient and customer friendly frontline services	Zero percent complaint from client served	Frontline services	0 complaint	0 complaint	2	2		2		
Administrative services	No. ofcommunications/notices/prepared memos	Prepares notice to VSU market concessionaires/notice for electricity line disconnection	50documents	85 documents	r.	4 4		4.33		
	No. of official documents prepared: Purchased requests, Vouchers, Appointments (JO), Leave applications, Payroll (JO), RIS, PPMP's	Prepares and processed documents for Market, Spring Water, IGP Dormitory, VSU Garden Beach Resort & Seafront Suites	250 documents	317 documents	S	2		rv.		
	No. of statements of accounts prepared	Prepares and disseminates individual Statement of Accounts for VSU Market, Spring Water & IGP Dormitory Projects	400 Statement of Accounts	497 Statement of Accounts	ις.	4		4.67		
	Monthly Financial Reports of Sales prepared	Prepares monthly financial for VSU Market, Electricity, Spring Water , IGP Dormitory & Pili Nuts	Submits monthly reports every 5 <sup>th</sup> day of the following month	Monthly Financial Reports submitted on or before the 5 <sup>th</sup> day of the month	2	2		rv.		
Monitoring of IGP's	No. of IGP's monitored	Receives/Checks/Releases monthly financial reports	50	50	r.	4 4	4 4	4.33		
	No. of Order of Payment released	Prepares & releases Order of Payment for IGP's	300	320	2	2	2	2		
	No. of inventory conducted	Conduct of inventory for IGP's	T	1	4	4	4	4		
Collection Services	100% of paying clients/customers of the day served	Issued OR's for Market, Spring Water, IGP Dormitory & electricity	100%	100%	2	2	2	2		
Total Over-all Rating						1	4	42.33		

Comments &	Recommendations for	Development railbose.			
4.70				4.70	
Average Rating (Total Over-all rating divided by 4)	Additional Points:	Punctuality	Approved Additional points (with copy of approval)	FINAL RATING	ADJECTIVAL RATING

Recommending Approval:

DANI Date:

Approved by:

Date:

MIRIAMI M. de la TORRE PRPEO

Received by:

Date:

## Annex O

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 2017 to December 2017

Name of Staff: MARVIN B. BANDALAN Position: Admin. 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	<b>Descriptive Rating</b>	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.				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			2	1			
7.	Keeps accurate records of her work which is easily retrievable when needed.	(5) 4 3 2			2	1			
8.	Suggests new ways to further improve her work and the services of the office to its clients				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			3	2	1			
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5 4 3 2		2	1				
12.	Willing to be trained and developed	(5)	4	3	2	1			
Total Score				58					
	Leadership & Management (For supervisors only to be rated by higher supervisor)		5	Scale	е				
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				
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	-			
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				

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	22				
	Average Score					

Overall recommendation

ARGINA M. POMIDA Name of Head