



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.75	70%	3.32
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.17	30%	1.25
TOTAL NUMERICAL RATING			4.57

TOTAL NUMERICAL RATING: 4.57

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.57

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:

MARCHO P. BANDALAN

Name of Staff 1/24/25

Reviewed by:

MARIA ROBERTA S. MIRAFLOR

Office Head 1/24/25

Recommending Approval:

RYSAN C. GUINOCOR

Director, Administrative Services 1/24/25

Approved:

ELWIN JAY V. YU

VP for Administration & Finance 1/24/25

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARCHO P. BANDALAN**, of the **Records and Archives (RAO)** 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 to December 2024.

Approved:

MARCHO P. BANDALAN

Ratee

1/24/25

MARIA ROBERTA S. MIRAFLOR

Head, Records & Archives

1/24/25

MFOs & PAPs	Success Indicators	Tasks Assigned	Target (Jan-Dec. 2024)	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 5: SUPPORT TO OPERATIONS									
VPAF STO1: ISO 9001:2015 Aligned Documents									
ASO STO 2: ISO Aligned Records and Archives Services Management									
RAO STO1: Effective Records and Archives Management	PI 1: Percentage of compliance and implementation to ISO 9001:2015 standard and other quality assurance activities of the University	Performs the functions as adDRC within the unit assigned and assists the dDRC in the performance of her duties (preparation of documented information of the office)	90%	100% implementation and compliance to ISO 9001:2015 standard	5	4	5	4.67	
VPAF STO2: Freedom of Information (FOI) aligned compliance and reporting requirements									
ASO STO2: FOI aligned frontline services									
RAO STO2: FOI aligned frontline services	PI 2: Number of requests serves, files and encoded in the FOI Registry for submission	Files requests and submits FOI reports before the deadline	600 requests files and encoded in the FOI registry for submission	433 requests served	5	5	5	5.00	
		Printed FOI Request for Information, Claim Slip, Customer Satisfaction Survey & FOI Request Feedback	700 forms	1,710 forms printed	5	5	5	5.00	
VPAF STO3: ARTA aligned compliance and reporting requirements									
ASO STO3: ARTA aligned frontline services									
RAO STO3: ARTA aligned frontline services	PI 3: Efficient & customer friendly frontline services	Attends to needs of clients	100%	100% accomplishment	5	5	5	5.00	

MFOs & PAPs	Success Indicators	Tasks Assigned	Target (Jan-Dec. 2024)	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
		Efficient & customer-friendly frontline service	Zero percent complaints	100% accomplishment with no valid complaints	5	5	5	5.00	
VPAF ST04: Innovations and Best Practices									
ASO ST04: Innovations and new Best Practices Development Services									
RAO ST04: Innovations and Best Practices	PI 4: Percent implementation of new innovations and best practices	Monitors and tracks documents using the logbook in addition to HRIS Tracking system	90%	100% implementation of innovations and best practices	5	4	4	4.33	
UMFO 6: GENERAL ADMINISTRATION SUPPORT SERVICE (GASS)									
VPAF GASS 1: Human Resource Management and Development									
ASO GASS 1. Administrative and Support Services Management									
RAO GASS1: Administrative and Support Services Management	PI 5: Promptly attends to queries/concerns of clients	Acts on administrative services and financial/administrative documents within time frame	100%	100% accomplishment	5	5	4	4.67	
RAO GASS 2: Records and Archives Services Management	PI 6: Number of approved leave applications, NOSI, NOSA filed within the day of receipt	Files approved leave applications, 201 files and other documents of academic staff in their designated folders	500 files	805 documents filed	4	4	4	4.00	
	PI 7: Number of new archival documents gathered and displayed	Collection of documents and records that contains historical information/events of VSU for archival purposes	3 archival documents	3 archival records displayed	5	5	4	4.67	
	PI 8: Number of documents reproduced	Reproduction/printing of IPCRs to be endorsed to the PMT committee for meritorious purposes	650 files	885 files reproduced	5	5	4	4.67	
	PI 9: Number of mails and Registry Return Receipt received and mails dispatched to Phil. Post Office	Receives mails from Phil. Postal Office	80 mails received	164 mails received	5	5	5	5.00	

MFOs & PAPs	Success Indicators	Tasks Assigned	Target (Jan-Dec. 2024)	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
		Receives Registry Return Receipt	50 registry forms received	85 registry forms received	5	5	5	5.00	
		Dispatches mails to Phil. Post Office	100 mails dispatched	362 mails dispatched	5	5	4	4.67	
	PI 10: Number of memos and other issuances filed within the day of receipt	Files OP Memo/Circulars	50 memos/circulars filed	61 memos/circulars filed	5	4	4	4.33	
	Support Services to the BAC	Signs Purchase Requests (PRs) as TWG for Construction/Hardware	50 PRs signed	176 PRs signed	5	5	5	5.00	
		Approves PRs in the SPPMIS	50 PRs approved	51 PRs approved	5	5	5	5.00	
Total Over-all Rating			76.00						
Average Rating (Total Over-all Rating divided by 8)			4.75						
Additional Points:									
Punctuality									
Approved additional points (with copy of approval)									
FINAL RATING			4.75						
ADJECTIVAL RATING			Outstanding						

Comments & Recommendations for Development Purpose:

Recommends to attend trainings on disposition of records and electronic records management.

Evaluated & Rated by:

MARIA ROBERTA S. MIRAFLOR

Head, Records and Archives Office

Date: January 24, 2025

Recommending-Approval:

RYSAN C. GUINOCOR

Director for Administrative Services

Date: 1/24/25

Approved by:

ELWIN JAY V. YU

Vice President for Administration & Finance

Date: 1/24/25

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: RECORDS & ARCHIVES OFFICE

Head of Office: MARIA ROBERTA S. MIRAFLOR


Number of Personnel: 6

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring (3 rd to 4 th quarter of 2024)		1. Maintain the cleanliness of the office especially the Records Room and Archives Center ready for visit by university guests and the cleanliness of the exit door including the walls, floors and window grills			APBagarinao/ VCAcilo – To maintain cleanliness of the records room, archives center display area and the office surroundings
	2. Consolidation of valueless records inputted in the NAP Form 1 from the different offices/departments /units/ centers and for consolidation in NAP Form 3				MSMiraflor – To check all list of records being inputted in the NAP Form 1 adhere to the guidelines of the National Archives of the Phils. VCAcilo – To consolidate valueless records ready for disposal
	3. Record all incoming FOI requests systematically and ensure requests are processed within legally mandated timeframes.				MSMiraflor/ MPBandalan – To check all Request Forms as to the completeness of required data and approval of request before release of requested documents


	3. Digitization of public documents				JSPosas – To fast track the scanning of personnel documents, memos and circulars for uploading in the HRIS e-Records system
Coaching		Records Request Form shall be duly accomplished/ signed/approved based on ISO Quality Procedure before release of document			Assigned RAO Staff – To marked "Received" with date and signature any documents/ records upon receipt; forward any requests for approval to higher authority; assign control number on request form once requests have been served; give the requestor a Customer Feedback Form and FOI Request Feedback Form for fill-up.

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

Conducted by:


RYSAN C. GUINOCOR 1/29/25
 Immediate Supervisor

Noted by:


ELWIN JAY V. YU 1/29/25
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARCHO P. BANDALAN

Performance Rating: July-December 2024

Aim: To improve his skills on electronic records management.

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: To send him to training on electronic records management.

Result: _____

Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation:

Attendance to electronic records management, and other relevant trainings on disposition of records.

Prepared by:

MARIA ROBERTA S. MIRAFLOR

Unit Head

1/24/25

Conforme:

MARCHO P. BANDALAN

Name of Ratee

1/24/25

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December, 2024

Name of Staff: MARCHO P. BANDALAN

Position: ADMINISTRATIVE AIDE VI

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	(5)	4	3	2	1

improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Total Score	50				
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	4.17				

Overall recommendation : _____


MARIA ROBERTA S. MIRAFLOR
 Head, Records and Archives Office 1/24/25