



## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

### Annex P

Name of Administrative Staff: **MARVIN B. BANDALAN**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.88	70%	3.41
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
<b>TOTAL NUMERICAL RATING</b>			

TOTAL NUMERICAL RATING: 4.86

Add: Additional Approved Points, if any: NONE

TOTAL NUMERICAL RATING: 4.86

FINAL NUMERICAL RATING 4.86

ADJECTIVAL RATING: Outstanding

Prepared by:

MARVIN B. BANDALAN  
Name of Staff

Reviewed by:

ARGINA M. POMIDA  
Department/Office Head

Recommending Approval:

ARGINA M. POMIDA  
Dean/Director

Approved:

DILBERTO O. FERRAREN  
Vice President



## “Exhibit B”

### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Marvin B. Bandalan, of the RGAS/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, 2021 to June 30, 2021.

MARVIN B. BANDALAN

Ratee

Approved:

ARGINA M. POMIDA

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Efficient and customer friendly frontline services	Zero percent complaint from client served	Frontline services	0 complaint	0 complaint	5	5	5	5	
Collection Services	100% of paying clients/customers of the day served and satisfied	Issued OR's for Market, Spring Water, IGP Dormitory & electricity	100%	100%	5	5	5	5	
Administrative services	No. of communications/notices/prepared	Prepares notice to VSU market concessionaires and project managers	15 documents	21 documents	4	5	5	4.67	
	No. of official documents prepared: Purchased requests, Vouchers, Appointments (JO), Leave applications, Payroll (JO), RIS, PPMP's	Prepares and processed documents for RGAS/IGP Office and attached projects e.g. VSU Market, Spring Water, IGP Dormitory, VSU Garden Beach Resort and RGAS	50 documents	55 documents	4	5	5	4.67	
	No. of statements of accounts prepared	Prepares and disseminates individual Statement of Accounts for VSU Market, Spring Water & IGP Dormitory Projects	300 Statement of Account	300 Statement of Account	5	5	4	4.67	
	Number Monthly Financial Reports of Sales and Collections	Prepares monthly financial for VSU Market, Electricity, Pili Nuts Projects	15	18 Monthly Financial Reports	5	5	4	4.67	
	No. of Contract of Lease prepared and processed	Prepares and facilitates processing of Contract of Lease	15	27 Contract of Lease	5	5	5	5	
Monitoring of IGP's	No. of IGP's monitored	Receives/Checks/Releases monthly financial reports	150 Monthly Financial Reports	200 Monthly Financial Reports forwarded to COA	5	5	5	5	



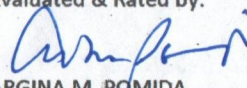
	No. of Order of Payment prepared and released	Prepares & releases Order of Payment for IGP's	100	170 Order of Payment released to IGP's	5	5	5	5	
	No. of Appointment prepared for project managers	Prepares and facilitates appointment of project managers	30	31 Appointment	5	5	5	5	
	No. of inventory conducted	Conduct of inventory for IGP's	1	1	5	5	5	5	
<b>Best Practices &amp; Innovations</b>	Number of concessionaires requesting for repair and maintenance	Inspects and requests for repair and maintenance of facilities	10	6	5	5	4	4.67	
<b>Additional Output</b>	Number of Purchase Order (Bidding) prepared	Prepared Purchase Order (PO)	70	82	5	5	5	5	
	No. of Procurement Monitoring Report (PMR) prepared	Prepared Procurement Monitoring Report (PMR)	1	1	5	5	5	5	
<b>Total Over-all Rating</b>								68.35	

<b>Average Rating (Total Over-all rating divided by 4)</b>		<b>4.88</b>
<b>Additional Points:</b>		
<b>Punctuality</b>		<b>xx</b>
<b>Approved Additional points (with copy of approval)</b>		<b>xx</b>
<b>FINAL RATING</b>		<b>4.88</b>
<b>ADJECTIVAL RATING</b>		<b>O</b>

**Comments & Recommendations for Development Purpose:**

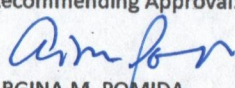
*Attend more training for more knowledge & improve work.*

Evaluated & Rated by:

  
**ARGINA M. POMIDA**  
 Dept/Unit Head

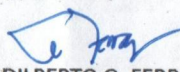
Date: \_\_\_\_\_

Recommending Approval:

  
**ARGINA M. POMIDA**  
 Director, RGAS/IGP

Date: \_\_\_\_\_

Approved by:

  
**DILBERTO O. FERRAREN**  
 Vice President

Date: \_\_\_\_\_

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average



### 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/ Recommendation
1	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 <sup>th</sup> day of the month	January – June 2021	January – June 2021	January – June 2021	Impressive	Very Satisfactory	
2	Prepare and disseminate Statement of Accounts to VSU Market Concessionaires	On time preparation and dissemination of Statement of Accounts	January – June 2021	January – June 2021	January – June 2021	Impressive	Very Satisfactory	
3	Consolidate and check Project Reports for Revolving fund and Special Trust Fund	Number of Projects report checked and forwarded to COA	January – June 2021	January – June 2021	January – June 2021	Impressive	Outstanding	
4	Prepare Purchase Order for Bidding	Error free preparation of Purchase	January – June 2021	January – June 2021	January – June 2021	Impressive	Outstanding	

		Order, monitor and facilitate PO until its approval						
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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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

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

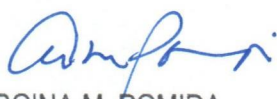
<b>A. Commitment (both for subordinates and supervisors)</b>		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	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					
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>					
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 :

*Outstanding*

  
 ARGINA M. POMIDA  
 Printed Name and Signature  
 Head of Office

## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
✓	2nd	
	3rd	
	4th	

Name of Office: OAS/IGPO

Head of Office: ARGINA M. POMIDA

Number of Personnel: 9

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring (April 8, 2021)		Called a meeting to discuss the plans and upkeep of VSU Market, IGP Dorm, Spring Water and VSU GBR projects.			
Coaching					

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

Conducted by:

ARGINA M. POMIDA

Immediate Supervisor

Noted by:

DILBERTO O. FERRAREN

Next Higher Supervisor



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARVIN B. BANDALAN

Performance Rating: Outstanding (January – June 30, 2021)

Aim: To learn safety in the workplace and efficient member of BAC Secretariat

Proposed Interventions to Improve Performance:

Date: January 2021

Target Date: January – June 2020

First Step:

Attend refresher training/workshop on Basic Occupational Safety and Health; RA 9184 via zoom/google meet

Result:

Attended series of training/workshop Basic Occupational Safety and Health; RA 9184 via zoom/google meet

Date: January 2021

Target Date: January – June 2021

Next Step:

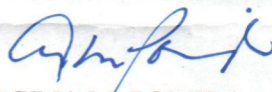
Shared and disseminated new knowledge acquired during the workshop and webinar with co-workers especially in assessing the health and physical hazards in the office

Outcome:

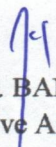
Final Step/Recommendation:

Applied new knowledge learned from training/workshop and webinar in his day to day operation in the office.

Prepared by:

  
ARGINA M. POMIDA  
Unit Head

Conforme:

  
MARVIN B. BANDALAN  
Administrative Aide III