## 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	4.86	70%	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.76	30%	1.43
	TOTAL N	UMERICAL RATING	4.83

TOTAL NUMERICAL RATING:	4.83
Add: Additional Approved Points, if any:	
TOTAL NUMERICAL RATING:	4.83

FINAL NUMERICAL RATING	4.83
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 in inggester Fig. : Fig. 10 - Law Species were not All Allegaries (1997) and the second of the of the Field of Family and exercities of the Deliver and Bellin terms egan ja os es de se<mark>din</mark>ajá i og staláná sego, e Tambol at si a sett ejet ejet egyt egytt Committee of the same Gibbs diagnibus i, vers filozofiskuje Lin orođeni presiden si sij . A solit i mekaniyi

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>Marvin B. Bandalan</u>	, of the <u>IG</u> F	Office, \	<u>/SU</u> con	nmits to deli	ver and agree to be rated or	the attainment of the following targets
the indicated measures for the period _	January	1	to	June 30	, 2018.	

MARVIN B. BANDALAN

Approved:

RGINA M. POMIDA

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"Exhibit B"

MFO & PAPs	C					F	<b>Rating</b>		Remarks
IVIFO & PAPS	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Q1	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	
	100% of paying clients/customers of the day served and satisfied	Issues Official Receipt for Market, Electricity and Pili Nuts	100%	100%	5	5	5	5	
Administrative services	No. of communications/notices/prepared	Prepares notice to Project . Managers/ VSU market concessionaires/notice for electricity line disconnection	100 notices/communications	143 notices/ communications	5	5	5	5	
	No. of official documents prepared: Purchased requests , Vouchers, Appointments (JO), Leave applications, Payroll (JO), RIS, PPMP's	Prepares official documents for IGP Office and its attached project: VSU Market and Other Rented Facilities, Electricity and Pili Nuts and Mango	280 documents	430 documents	5	5	5	5	
	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 Account	5	5	5	5	
	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 <sup>th</sup> day of the following month	Monthly Financial Report submitted on or before the 5 <sup>th</sup> day of the following month	5	5	5	5	
	No. of Contract of Lease/Appointment of Project Manager's prepared	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	
Monitoring of IGP's	No. of IGP's monitored	Receives/checks/records/releases monthly financial reports	100 Monthly Financial Reports	153 Monthly Financial Reports	5	5	4	4.67	
	No. of Order of Payment released	Prepares & releases Order of Payment for IGP's	300	387 Order of Payment	5	5	5	5	
	No. of inventory conducted	Conduct of inventory for IGP's	1	1	5	4	4	4.33	
Total Over-all Rating								48.67	

Average Rating (Total Over-all rating divided by 4)	4.86
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.86
ADJECTIVAL RATING	Outstanding

Recommendations for Development Purpose:

He is were pliable in work / Horsest and hardworking.

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EVAIL	dieu	CSL	RAILD	DV:

ARGINA M. POMIDA
Dept/Unit Head

1 – Quality

Date:		
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2 - Efficiency

3 - Timeliness

4 - Average

Recommending Approval:

ARGINA M. POMIDA Director, QAS/IGP

Date:

Approved by:

DILBERTO O. FERRAREN
Vice President

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

## **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)	_	9	cale		
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	2	7		·	-
1	Leadership & Management (For supervisors only to be rated by higher pervisor)			Scale	<u> </u>	
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
1	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

· 投資機 透過過度。 2007年1月2日 gas ha sistem manifest data egiste a entre properties de la companya de la companya de la companya de la compa તાંકો ત્રિકાન જેનુંદાકોનું મુક્કોએ એક કે એક કે અના કૃષ્ણો તેમને મહારાત હતે માત્ર કરતી હો અમુક્રોમ કર્યું હતા. જ · 我都要要了不禁,不要要把 在1000年 (4.4) er Galiforn of transp the traction of an objection n y v Highwan k atom dige from the Lorente Albandapersey. ि विकास क्षिप्राची के प्रतिकार के प्रत प्रतिकार के प् विकास के प्रतिकार के प o (ki, ki okojeni primi primi primi primi ki moje kiliki moje kiliki ki moje kiliki ki moje kiliki ki kiliki k Tanon kiliko kiliki naraa, mpaka pe ्राप्ति अन्य <del>पुरक्षि</del>णी, अन्य क्षेत्रमानुस्तीन स्त 일 경영의 시간선의 경우의 현고 환경 교육 회장 기관 ti e e stagade tito. Postella para la figura e got ti stagat tel fil l'estalga gia lago. y 1981 kan di mad<mark>i</mark> ali kan kan manakan dan meleberah kapan mengalan di o de la ligida di un di un di un dispendinta di se di seperi, con seperi di persona di seperi di seperi di se Seperi di un di seperi di seper ोद्य के अन्य विभी क्षेत्रीकर क्षण अक्षूत्रकी, जा पेरा दिहा and had a control of the control of t i regul je radije di drugej krajbal di uganj boli suspekcji prev विकेष विकास विक्रिक्त के सिक्सिया कि विक्रमान के स्थान के समित्र कर सिक्स कर स्थान 

Average Score		76	)		
Total Score					
improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit					
5. Demonstrate, teaches, monitors, coaches and motivates subordinates for their	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
<ol> <li>Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients</li> </ol>	5	4	3	2	1

Overall	recommendation:	
Overall	recommendation:	

ARGINA M. POMIDA Head of Office 

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MAI

MARVIN B. BANDALAN

Performance Rating:

Very Satisfactory (January 1, 2018 – June 30, 2018)

Aim: To find solutions on the problems in the office

Proposed Interventions to Improve Performance:

Date: January 2018

Target Date: January – June 2018

First Step:

<u>Call a meeting with subordinates to discuss issues in the office and conduct team building activity to establish good relationship among subordinates.</u>

Result:

<u>Called a meeting and made solutions to problems met and conducted team building activity to established good relationship among subordinates</u>

Date: March 2018

Target Date: March - June 2018

Next Step:

Develop management and leadership skills

Final Step/Recommendation:

Attend trainings/seminar/workshop to develop management and leadership skills

Prepared by:

RGINA M. POMIDA

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