



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MARIO C. BANTUGAN**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.61	70%	3.227
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.66	30%	1.398
TOTAL NUMERICAL RATING			4.625

TOTAL NUMERICAL RATING: 4.625

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.625

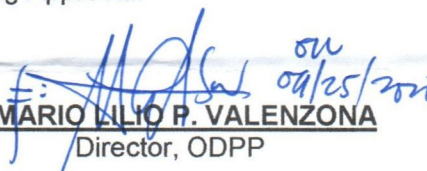
FINAL NUMERICAL RATING 4.625

ADJECTIVAL RATING: 0

Prepared by:

Recommending Approval:


MARIO C. BANTUGAN
Name of Staff


MARIO LILIO P. VALENZONA
Director, ODPP

Approved:



REMBERTO A. PATINDOL
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARIO C. BANTUGAN** of the GENERAL SERVICES DIVISION commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period: **January to June 2020**


Approved:


MARIO C. BANTUGAN
 Ratee


 on 09/25/2020
MARIO LILIO VALENZONA
 Director, GSD

MFO & Performance Indicators	Program/Activities/Projects	Tasks Assigned	TARGET	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO1- Janitorial Services	PI 1.1 Cleaned and maintained	Cleaning of Office and surrounding	1	1	4	5	4	4.3	
		Comfort Room	3	3	5	4	5	4.7	
MFO 2 - Administrative Services	PI 1.2 Administrative documents, approved/acted within on day from receive	Prepare Payrolls, Vouchers, PR's, RIS, Appointments JO's Application for Leave, UBR, OBR, Trip Tickets, Cash Advance, IPCR, OPCR, IGP Project report, etc.	300	350	5	5	4	4.7	
	PI-1.3 Programming of Job Request	Receive and recording of all job request and forwarded to 6 units under the GSD, IDBMU, PESMU, WSSMU, HELVMU, LSWMU, ILFMU.	600	720	5	5	4	4.7	
	PI-1.4- Encoding of Electric Bills	Prepare of electric, water, repair and maintenance Billing for VSU Faculty & Staff and all VSU Commercial and IGP Buildings	800	830	5	5	4	4.7	
	PI 1.5 Messengerial services	Recording & Forward and follow-up of documents: Appointments, Payrolls, RIS, Vouchers, Project reports electric bills, per diems	500	560	4	5	5	4.7	
Total Over-all Rating								27.67	
Average Rating (Total Over-all rating divided by 4)				4.61	Comments & Recommendations for Development Purpose: * Training for basic Occupational Safety & Health				
Additional Points:									
Punctuality:									
Approved Additional point (with copy of approval)									
FINAL RATING				4.61					
ADJECTIVAL RATING				VS					

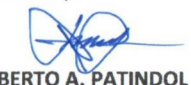
Evaluate & Rated by:


MARIO LILIO VALENZONA
 Supervisor
 Date: _____

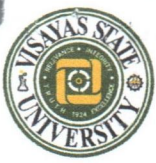
Recommending Approval:


MARIO LILIO VALENZONA
 Director, GSD
 Date: _____

Approved by:


REMBERTO A. PATINDOL
 VP. For Adm. & Finance
 Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January to June 2020**

Name of Staff: **MARIO C. BANTUGAN**

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)		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. 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		56				
Average Score		4.66				

Overall recommendation : _____


 Thiago Adriano P. Alves
 020
 09/25/2020
 CAVERZONA
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARIO C. BANTUGAN
Performance Rating: _____

Aim: EFFECTIVE DELIVERY OF SERVICE

Proposed Interventions to Improve Performance:

Date: JANUARY 2020 Target Date: MARCH 2020

First Step:

MATERIALS HANDLING

Result:

Date: JUNE 2020 Target Date: NOVEMBER 2020

Next Step:

BASIC OCCUPATIONAL SAFETY & HEALTH

Outcome: _____

Final Step/Recommendation:

Prepared by:

Mario C. Bantugan ^{on} 09/25/2020
Unit Head

Conforme:

Mario C. Bantugan
Name of Ratee Faculty/Staff