

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF**

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

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2 X 3)
1. Numerical Rating per IPCR	4.87	0.70	3.41
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	0.30	1.45
	TOTAL NUMERICAL RATING		4.86

TOTAL NUMERICAL RATING: 4.86

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.86

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


MARCHO P. BANDALAN

Name of Staff

Reviewed by:


ALICIA M. FLORES

Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL

Chairman, PMT

Approved:


EDGARDO E. TULIN

President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Marcho P. Bandalan**, of the **SUPPLY, PROCUREMENT & PROPERTY MANAGEMENT OFFICE** 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 to June 2017**.


MARCHO P. BANDALAN
Ratee


ALICIA M. FLORES
Head, SPPMO

UMFO 6: General Administration and Support Services									
OVPAF MFO 7: Property Management									
MFO/PAPS	Program/Activities Undertaken	Task Assigned	January to June 2017		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
SPPMO MFO 1: Administrative and Support Services Management PI 1: Efficient and customer friendly Services	A.1: Frontline services	T 1: Serves and attends to clients requests and inquiries.	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5.00	
PI 2: Efficient Office Management and maintenance	A.1: Management and supervision of SPPMO warehouse for Construction materials	Manages and supervises the over-all operation of SPPMO warehouse for Construction Materials	100%	100%	5	5	5	5.00	
	A. 2: No. of hours spent for cleaning the storage area	T 2: Cleans the storage area	100	132	5	5	5	5.00	
PMO MFO 7.2 Storage and Warehousing									
PI 1: Receipt and acceptance of supplies, materials and equipment	A 1 : No. of quantities per PO received & checked from local suppliers and canvasser	T 1: Receives, checks, records and arrange systematically supplies and materials in the warehouse	20,000	26,000	5	5	4	4.67	
PI 5: Reconciliation, monitoring, up-dating and maintenance of Bin card and stock card with stocks on hand	A.1: No. of stockcards maintained/updated/monitored	T 1: Maintains/updates/monitors stocks through the stockcards	1,050	1,070	5	5	4	4.67	

MFO/PAPS	Program/Activities Undertaken	Task Assigned	January to June 2017		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
PMO MFO 7.3 Distribution Management									
PI 1: Receipt of RIS and issuance of Supplies, Materials and Equipment	A 1: No. of approved RIS and withdrawal slip served issued & recorded	T 1: Serves, issues and records approved RIS and withdrawal slip	2,500	3480	5	5	5	5.00	
	A 2: No. of assists performed on direct delivery of supplies/construction materials, and heavy equipments	T 2: Assists in the direct delivery of supplies, construction materials and heavy equipments	60	80	5	5	5	5.00	
	A 3: No . of deliveries of S/M to different dept./ centers offices/units	T 3: Delivers supplies and materials to different dept./centers/office/units	50	75	5	5	5	5.00	
PMO MFO 7.4 Inventory Management									
PI 3: Physical inventory taking	A 1: No. of Physical inventory of Supplies and Materials conducted	T 1: Conducts Physical inventory of supplies and materials	1	1	5	5	4	4.67	
	A 2: No. of reports of physical inventory prepared.	T 2: Prepares and submits Physical Inventory Report to the office head	1	1	5	5	4	4.67	
Total Over-all Rating								48.67	

Comments & Recommendations for Development Purposes:

Average Rating (Total Over-all rating divided by 10)	4.87
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	
ADJECTIVAL RATING	

Received by:  TERESITA L. QUINANOLA
Head, PRPEO

Calibrated by:  REMBERTO A. PATINDOL
PMT

Recommending Approval:  REMBERTO A. PATINDOL
Vice President

Approved by:  EDGARDO E. TULIN
President

Date: _____ Date: _____ Date: _____ Date: _____

1 - quality
2 - efficiency
3 - timeless
4 - average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY-JUNE 2017**

Name of Staff: **MARCHO P. 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)		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						

58

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						58
Average Score						4.83

Overall recommendation : _____


ALICIA M. FLORES
 Name of Head