



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	4.60	70%	3.22
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.42	30%	1.33
TOTAL NUMERICAL RATING			4.55

TOTAL NUMERICAL RATING: 4.55

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.55

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:

MARCHO P. BANDALAN

Name of Staff

1/11/24

Reviewed by:

MARIA ROBERTA S. MIRAFLORES

Office Head

1/11/24

Recommending Approval:

RYSAN C. GUINOCOR

Director, Administrative Services

1/15/24

Approved:

EDGARDO E. TULIN

OIC, VP for Administration & Finance

1/16/24

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 October to December 31, 2023.

MARCHO P. BANDALAN

Ratee

Approved:

MARIA ROBERTA S. MIRAFLOR

Head, Records & Archives

MFOs & PAPs	Success Indicators	Tasks Assigned	Target (Oct-Dec. 2023)	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 5: SUPPORT TO OPERATIONS									
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%	5	4	5	4.67	
		Efficient & customer-friendly frontline service	Zero percent complaints	Zero percent complaints	5	5	5	5.00	
UMFO 6: GENERAL ADMINISTRATION SUPPORT SERVICE (GASS)									
VPAF GASS 1: Human Resource Management and Development									
ASO GASS 1. Administrative and Support Services Management									
RAO GASS 2: Records and Archives Services Management	PI 6: Number of 201 files & approved leave applications filed within the day of receipt	Files approved leave applications of academic and administrative staff in their designated folders	100 files	121 files	5	4	4	4.33	11-leave files; 110- employee 201 files
	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 docs	4 hardbound	5	4	4	4.33	OP memos/ circulars CY 2022
	PI 8: Number of documents reproduced	Reproduction/printing of IPCRs to be endorsed to the PMT committee for meritorious purposes	650 files	702 files	5	5	4	4.67	
Total Over-all Rating								23.00	
Average Rating (Total Over-all rating divided by # of entries)			4.60		<div>Comments & Recommendations for Development Purpose:</div> <div>Recommends to attend trainings on disposition of records and archiving.</div>				
Additional Points:									
Punctuality									
Approved additional points (with copy of approval)									
FINAL RATING			4.60						
ADJECTIVAL RATING			Outstanding						


Evaluated & Rated by:


MARIA ROBERTA S. MIRAFLOR
Head, Records and Archives Office

Date: January 11, 2024

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

Recommending Approval:


RYSAN C. GUINOCOR
Director for Administrative Services

Date: 1/15/24

Approved by:


EDGARDO E. TULIN
OIC, Vice President for Administration & Finance

Date: 1/14/24



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December, 2023

Name of Staff: MARCHO P. BANDALAN

Position: ADMINISTRATIVE AIDE VI

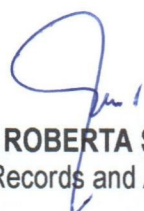
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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 improvement of his work accomplishment	(5)	4	3	2	1
12.	Willing to be trained and developed	(5)	4	3	2	1
Total Score		53				

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		4.42				

Overall recommendation : _____


MARIA ROBERTA S. MIRAFLOR
 Head, Records and Archives Office, 1/11/24

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MARCHO P. BANDALAN**
Performance Rating: **July-December 2023**

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

1/11/24

Conforme:


MARCHO P. BANDALAN
Name of Ratee 1/11/24