

COMPUTATION FOR FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE 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	4.73	70%	3.31
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.76

TOTAL NUMERICAL RATING: 4.76
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.76

FINAL NUMERICAL RATING 4.76
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

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)



I, Marvin B. Bandalan, of the 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 July 1, 2019 to December 31, 2019.

MARVIN B. BANDALAN
Ratee

Approved: ARGINA M. POMIDA
Head of Unit

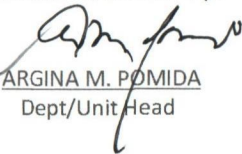
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Efficient and customer friendly frontline services	Zero percent complaint from client served	Frontline services	0 complaint	0 complaint	5	5	5	5	
Collection Services	100% of paying clients/customers 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/notice for electricity line disconnection	100 documents	137 notices	4	4	5	4.33	
	No. of official documents prepared: Purchased requests, Vouchers, Appointments (JO), Leave applications, Payroll (JO), RIS, PPMP's	Prepares and processed documents for Market, Spring Water, IGP Dormitory, VSU Garden Beach Resort & Seafront Suites	280 documents	295 documents	4	4	5	4.33	
	No. of statements of accounts prepared	Prepares and disseminates individual Statement of Accounts for VSU Market, Spring Water & IGP Dormitory Projects	400 Statement of Account	472 Statement of Account	5	5	4	4.67	
	On time submission of Monthly Financial Reports of Sales and Collections	Prepares monthly financial for VSU Market, Electricity, Spring Water, IGP Dormitory & Pili Nuts	Submission of Monthly Financial Reports on or before the 5 th day of the following month	Monthly Financial Report submitted on or before the 5 th day of the following month	5	5	5	5	
Monitoring of IGP's	No. of IGP's monitored	Receives/Checks/Releases monthly financial reports	100 Monthly Financial Reports	165 Monthly Financial Reports	5	5	5	5	
	No. of Order of Payment prepared and released	Prepares & releases Order of Payment for IGP's	150	152	4	5	5	4.67	
	No. of inventory conducted	Conduct of inventory for IGP's	1	2	5	5	5	5	
	No. of IGP Review Facilitated	Facilitates conduct of IGP Review	1	1	4	4	4	4	

Control No. 33

Best Practices & Innovations	% concessionaires following/implementing proper garbage segregation & management	Observe & monitor concessionaires in implementing garbage segregation & management	80%	90%	5	5	5	5	
Total Over-all Rating								52.00	

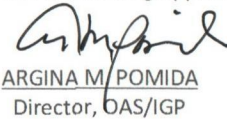
Average Rating (Total Over-all rating divided by 4)		4.73	Comments & Recommendations for Development Purpose: <i>Honest, reliable, responsible and workaholic. He is loved by trained to any kind of things or opportunities related to his current job.</i>
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING		4.73	
ADJECTIVAL RATING		Outstanding	

Evaluated & Rated by:


ARGINA M. POMIDA
Dept/Unit Head

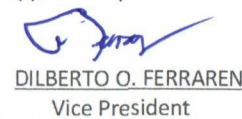
Date: _____

Recommending Approval:


ARGINA M. POMIDA
Director, OAS/IGP

Date: _____

Approved by:


DILBERTO O. FERRAREN
Vice President

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2019

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)		Scale				
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		58				
B. Leadership & Management (For supervisors only to be rated by higher supervisor)		Scale				
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	
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. Demonstrate, 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	4.83				

Overall recommendation: Catch up!


ARGINA M. POMIDA
Head of Office

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 th day of the month	July – December 2019	July – December 2019	July – December 2019	Impressive	Outstanding	
2	Prepare and disseminate Statement of Accounts to VSU Market Concessionaires	On time preparation and dissemination of Statement of Accounts	July – December 2019	July – December 2019	July – December 2019	Impressive	Outstanding	
3	Consolidate and check Project Reports for Revolving fund and Special Trust Fund	Number of Projects report checked and forwarded to COA	July – December 2019	July – December 2019	July – December 2019	Impressive	Very satisfactory	
4	Prepared Report for VSU Market, Computer Center and	Number of IGP Review an Inventory of	November 2019	November 14, 2019	November 14, 2019	Impressive	Very satisfactory	

	Pili Nuts for the IGP Annual Review	RF-IGPs facilitated						
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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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARVIN B. BANDALAN

Performance Rating: Outstanding (July – December 2019)

Aim: To be able to develop and acquire new knowledge related to RA 9184

Proposed Interventions to Improve Performance:

Date: July 2019 Target Date: July - December 2019

First Step:

Attend series of training and orientation related to RA 9184

Result:

Attended series of training and orientation of PPMP and PHILGEPS

Date: July 2019

Target Date: July – December 2019

Next Step:


To apply in the office the knowledge learned from series of PHILGEPS TRAINING AND PPMP

Outcome:

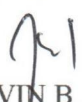
Final Step/Recommendation:

Share to knowledge learned from training and orientation with co-workers.

Prepared by:


ARGINA M. POMIDA
Unit Head

Conforme:


MARVIN B. BANDALAN
Administrative Aide III