



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P


Name of Administrative Staff: **MARVIN M. LAO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.95	70%	3.465
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.833	30%	1.45
TOTAL NUMERICAL RATING			4.915


TOTAL NUMERICAL RATING: 4.915
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.915

FINAL NUMERICAL RATING 4.915

ADJECTIVAL RATING: Outstanding

Prepared by: 
MARVIN M. LAO
Name of Staff

Reviewed by: 
HONEY SOFIA V. COLIS
Department/Office Head

Recommending Approval: 
DR. LOURDES B. CANO
Dean/Director


Approved: 
DR. REMBERTO A. PATINDOL
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCR)

I, Marvin M. Lao, of the Office of the Head of RSP and Personnel Records 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-December 1-31, 2020


MARVIN M. LAO
Ratee

Approved:


HONEY SOFIA V. COLIS
Head of Unit

GASSs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UGAS5. SUPPORT TO OPERATIONS									
OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
ODAS/HRM STO 1: ISO 9001:2015 aligned documents and compliant processes									
OHRSPPR STO 1: ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	Provides better customer service experience to all clients	95% of clients rated services as very satisfactory or higher	95%	5	5	5	5	Zero NC during surveillance audit
	PI 2. Percentage implementation of all administrative and HR processes in accordance with existing approved quality procedures	Maintains and updates employee records in the payroll system.	100% of new employees records entered into the payroll system	100%	5	5	5	5	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS/HRM STO 3: ARTA aligned frontline services									
OHRSPPR STO 3: ARTA aligned frontline services	PI 3. Efficient & customer friendly frontline service	Attends to queries and consultation on personnel matters	Zero percent complaint from clients served	1 complaint from clients justified favorably	5	5	4	4.67	Findings and justifications submitted to ODQA
VPAF STO4: INNOVATIONS & BEST PRACTICES									
ODAS/HRM STO 4: Innovations & new Best Practices Development Services									
OHRSPPR STO 4: Innovations & new Best Practices Development Services	PI 4. Percentage implementation of RSP and Payroll processes using the HRIS	Prepares and process payroll using both old payroll system and HRIS for systems accuracy test	100% Payroll	100%	5	5	4	4.67	Progress on the payroll module under construction yet.
UMFO6: General Administrative and Support Services (GASS)									
VPAF GASS 1: Administrative and Support Services Management									
ODAS/HRM GASS 1: Administrative and Support Services									
OHRSPPR GASS 1: Administrative and Support Services	PI 5. Number of administrative services and financial/ administrative documents acted within time frame	Prepares and processes the payroll for the Monetization of leave credits.	268	Monetization 268	5	5	5	5	
VPAF GASS 2: Human Resource Management and Development									
ODAS/HRM GASS 8: PRIME-HRM compliant Performance Management services									
OHRSPPR GASS 10: PRIME-HRM Aligned Rewards & Recognition Services	PI 6. Percentage of IPCR ratings with outstanding rating forced ranked and the top 5% employees granted step increment based on merit	Prepares and process the payroll for the Salary Differential due to Step Increment based on merit	100% of employees who are granted step increment based on merit	100%	5	5	5	5	

GASSs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 7. Percentage implementation of loyalty awards	Prepares and process cash gift payroll to qualified employees for Loyalty Award	100% of employees entitled to loyalty award	100%	5	5	5	5	
OHRSPPR GASS 11: Payroll and Leave benefits Services	PI 8. Percentage of payroll, vouchers, PACS for personnel benefits prepared, reviewed and released	Encodes deductions of salaries and other benefits of employees for payroll preparation	100% of records updated	100% of records updated	5	5	5	5	
	PI 9. Percentage of personnel records encoded and generated for PACS	Encodes net pay to LBP database/PACS	100% of records encoded	100% of records encoded	5	5	5	5	
	PI 10. Percentage of Payslips prepared/generated and released	Prepares Payslip of regular, casual/contractual employees	100% of Payslips prepared	100% of Payslips prepared	5	5	5	5	
	PI 11. Percentage of payrolls prepared, reviewed and released	Prepares payroll for Salaries of regular, casual/contractual employees and scholars, RATA & Honorarium, Midyear and Year-end bonus, Stipend for scholars, Clothing allowance, terminal leave, and payroll of other benefits.	100% of payrolls prepared and reviewed	100% of payrolls prepared and reviewed	5	5	5	5	
	PI 12. Percentage of PACS prepared, reviewed and released	Prepares PACS for ATM loading for Salaries of regular, casual/contractual employees and scholars, RATA & Honorarium, Midyear bonus, Stipend for scholars, Clothing allowance, terminal leave, and other benefits.	100% of PACS prepared, reviewed and released	100% of PACS prepared, reviewed and released	5	5	5	5	
	PI 13. Percentage implementation of Step Increment based on meritorious performance	Prepares payroll for salary differential of step increment due to length of service	100% of qualified employees issued payrolls for differential of step increment	100% of qualified employees issued payrolls for differential of	5	5	5	5	
Total Over-all Rating								64.34	
MARVIN M. LAO		Average Rating :		4.95	Comments & Recommendations for Development Purposes: Mr. Lao is a committed worker to perform his assigned task. He is recommended to participate on webinar on effective work team amidst pandemic				
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING		4.95					
		ADJECTIVAL RATING		Outstanding					

Evaluated & Rated by:


HONEY SOFIA V. COLIS

Head, RSPPRO

Date: _____

Recommending Approval:


LOURDES B. CANO

Director, ODHRM

Date: _____

Approved by:


REMBERTO A. PATINDOL

Vice President for Admin & Finance

Date: _____

Legend:

1 - Quality

2 - Efficiency

3- Timeliness

4 - Average

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 nd	
	3 rd	
	4th	


Name of Office: OHRSPPR

Head of Office: HONEY SOFIA V. COLIS

Number of Personnel: MARVIN M. LAO

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Every 1st week of the month or as the need arises. (i.e. every 10th or 24th of the month)	/				
Coaching - Coach in the moment. - listen to advises workplace relationship issues - talk about next steps on new payroll system					

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by: 
HONEY SOFIA V. COLIS
 Immediate Supervisor

Noted by: 
LOURDES B. CANO
 Next Higher Supervisor



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July 1, 2020 to December 31, 2020**

Name of Staff: **MARVIN M. LAO**

Position: **Administrative Aide IV**

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
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	4.833				

Overall recommendation : He is very committed to perform the tasks assigned to him and closely pays attention to payroll details and schedules.


HONEY SOFIA V. COLIS
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARVIN M. LAO
Performance Rating: January-December 2020

Aim: To make himself further understand the value of working together towards effective customer service.

Proposed Interventions to Improve Performance: Attendance to Developing Effective Work Teams seminar

Date: _____ Target Date: _____

First Step:

Result:

Date: _____ Target Date: _____

Next Step:

Outcome: Attendance to trainings is still not advised due to covid-19 pandemic.

Final Step/Recommendation:

Prepared by:


HONEY SOFIA V. COLIS
Unit Head

Conforme:


MARVIN M. LAO
Administrative Aide IV