



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	4.953	70%	3.467
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.333	30%	1.3
TOTAL NUMERICAL RATING			4.767

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

Prepared by:

MARVIN M. LAO
Name of Staff

Reviewed by:

FLORANTE G. DIDAL
Department/Office Head

Recommending Approval:

HONEY SOFIA V. COLIS
Dean/Director

Approved:

DANIEL LESLIE S. TAN
Vice President

Vision:

A globally competitive university for science, technology, and environmental conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCR)

I, **Marvin M. Lao**, of the Office of the In charge of Payroll and Leave Benefits commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period Jan-June 2023

07/20/23
MARVIN M. LAO
 Ratee

Approved:

07/20/23
FLORANTE G. DIDAL
 Head of Unit

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (Jan-December 2023)	Actual Accomplishments (Jan-June 2023)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 5: Support to Operations (STO)									
VPAF STO 4: Innovations & Best Practices									
ODHRM STO 4: Innovations & Best Practices									
OHPLB MFO 1: Innovations & Best Practices	PI 1. Percentage operationalization of HRMIS on Payroll	Test run the new Payroll System (HRIS) together with the old system to assess its effectiveness, accuracy, and realibility.	80%	87%	5	5	4	4.67	
UMFO 6: General Administrative and Support Services (GASS)									
VPAF GASS 1: Administrative and Support Services Management									
ODHRM GASS 1: Administrative and Support Services Management									
OHPLB MFO 2: Administrative and Support Services	PI 2. No. of linkages with external agencies maintained	Maintains Linkages with external agencies.	1 agency- GSIS	1 agency- GSIS	5	5	5	5	
	PI 3. Efficient & customer friendly frontline service	Attends to queries and consultation on personnel matters	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5	
VPAF GASS 2: Human Resource Management and Development									
ODHRM GASS 2: Human Resource Management and Development									
OHPLB MFO 3: Human Resource Management and Development	PI 4. Percentage compliance on PRIME-HRM Standards, Policies & Practices	Regularly reviews guidelines CSC/DBM guidelines and policies prior to the preparation of payroll for employees salaries and other benefits.	100% compliant	100% compliant	5	5	5	5	
	PI 5. Compliance of HRM Practices to ISO 9001:2015 standards	Implement ISO-aligned HR processes	100% compliant	100% compliant	5	5	5	5	
ODHRM MFO 2.4: Efficient and Effective implementation of the Payroll and Leave Benefits systems, policies, and processes									
OHPLB MFO 2: Efficient and Effective implementation of the Payroll and Leave Benefits systems, policies, Processes and practices	PI 6. Number of semi-monthly payroll and LDDAP for all regular, casual and contractual employees and PCC employees prepared and processed within prescribed period	Prepares and processes payroll for Salaries of all regular employees	24 semi-monthly payroll and LDDAP for all regular employees prepared and processed within prescribed period	12 semi-monthly payroll (6,357 records, 900 pages)	5	5	5	5	To be fully accomplished in the 2nd Semester.
		Prepares and processes payroll for Salaries of all regular PCC employees	24 semi-monthly payroll and for all PCC regular employees prepared within prescribed period	12 semi-monthly payroll (83 records, 24 pages)	5	5	5	5	To be fully accomplished in the 2nd Semester.

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (Jan-December 2023)	Actual Accomplishments (Jan-June 2023)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
		Update/Encode names, monthly deductions and other benefits of Regular Staff and Newly Hired employees in the payroll systems database	10,000 personnel records updated in the payroll systems database	6,357 personnel records updated in the payroll systems database	5	5	5	5	To be fully accomplished in the 2nd Semester.
	PI 7. Number of monthly payroll for stipend VSU Scholars prepared and processed within the prescribed period	Prepares monthly payroll for Stipend of scholars.	24 monthly payroll for Salary and Stipend for VSU Scholars prepared for processing within the prescribed period	6 Monthly payroll (330 records, 42 pages) 6 Monthly Stipend payroll (90 records, 6 pages)	5	5	5	5	
	PI 8. Number of monthly payroll for honorarium of entitled officials prepared and released for processing	Supervises/Assists in the preparation monthly payroll for honorarium of entitled officials	12 monthly payroll for honorarium of entitled officials prepared for processing within the prescribed period	27 monthly payroll	5	5	5	5	Preparation of payroll performed by JO Staff.
	PI 9. Number of special payroll prepared for regular and casual employees.	Prepares special payroll for Mid-year bonus, year-end bonus, CNA, loyalty bonus, clothing allowance, PEI, Sal diff (NOSI), Sal Diff (NOSI Merit), Sal Diff (NOSA), Overload Pay, Terminal pay, and Monetization.	12 special payroll prepared (Mid-year bonus, year-end bonus, CNA, loyalty bonus, clothing allowance, PEI, Sal diff (NOSI), Sal Diff (NOSI Merit), Sal Diff (NOSA), Overload Pay , Terminal pay, and Monetization.)	10=Mid-year (614 records, 25 pages) 5=Clothing (557 records, 24 pages) 11=Sal diff (NOSI) 36 records, 11 pages 1=Sal diff (NOSI-Merit) 32 records, 5 pages 1=Sal diff (NOSA) 629 records, 26 pages 5=Sal diff (Promotion) 8 records, 5 pages 1=Sal diff (MYB 2022) 30 records, 3 pages 1=Sal diff (MYB 2023) 20 records, 2 pages 1=Sal diff (YEB 2022) 30 records, 3 page 17=Terminal Pay (17 records) 14=Monetization (262 records)	5	5	4	4.67	To be fully accomplished in the 2nd Semester. Task of Overload Pay preparation was transferred to another staff.
	PI 10. Number of Payslips prepared/generated and released	Prepares/generate Payslips of regular employees	7,000 Payslips generated, prepared and printed	6,357 pay slips	5	5	5	5	To be fully accomplished in the 2nd Semester.
	PI 11. Percentage compliance to request for special payroll served	Prepares special payroll for reinstated employees, 1st salary of newly hired/reappointed employees & last salary for retired/resigned employees	100% compliance to request for special payroll served	100% Compliant (Newly Hired-40, Last Salary-13, Other Special Payroll -14	5	5	5	5	

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (Jan-December 2023)	Actual Accomplishments (Jan-June 2023)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 12. Percentage of PACS for ATM loading for Salaries of regular, casual/contractual employees and scholars, Honorarium, Midyear bonus, Year End, Stipend for scholars, Clothing allowance, terminal leave, PEI, Christmass bonus and other benefits. prepared, reviewed and released	Prepares and review PACS for ATM loading for Salaries of regular employees and scholars, Honorarium, Midyear bonus, Stipend for scholars, Clothing allowance, terminal leave, and other benefits.	100% of PACS prepared, reviewed and released	100% (6,357 records reconciled and encoded in the PACS/FINdes for ATM loading of Salaries of VSU reg employees)	5	5	5	5	
Total Over-all Rating									
MARVIN M. LAO		Average Rating :		Comments & Recommendations for Development Purposes: To attend POAP Trainings					
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING							
		ADJECTIVAL RATING							

Evaluated & Rated by:

FLORANTE G. DIDAL

In charge, PLBO

Date: July 20, 2023

Recommending Approval:

HONEY SOFIA V. COLIS

Director, HRMO

Date: July 20, 2023

Approved by:

DANIEL LESLIE S. TAN

Vice President for Admin & Finance

Date: July 21, 2023

Legend:

1 - Quality

2 - Efficiency

3- Timeliness

4 - Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **Jan-June 2023**

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

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No. 16-02

12. Willing to be trained and developed	5	4	3	2	1
Score	Total				
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	52				
Average Score	4.333				

Overall recommendation :

Should consider taking the CSC COMEX for professional.

fw.
FLORANTE G. DIDAL
Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: PLBO

Head of Office: FLORANTE G. DIDAL

Number of Personnel: MARVIN M. LAO

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Consultation)	
	One-on-One	Group			
Monitoring: As needed	✓			✓	
Coaching Collaboration-working and sharing each other's knowledge regarding payroll processes	✓			✓	

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

Conducted by:

FLORANTE G. DIDAL
Immediate Supervisor

Noted by:

HONEY SOFIA V. COLIS
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MARVIN M. LAO**
Performance Rating: January-June 2023

Aim: Familiarize HR processes and procedures.

Proposed Interventions to Improve Performance: Attendance to trainings related to his Job as Payroll Administrator

Date: January, 2023 Target Date: September 30, 2023

First Step: To recommend him to attend POAP trainings.

Result:

Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:


FLORANTE G. DIDAL
Unit Head

Conforme:


MARVIN M. LAO
Administrative Aide IV