

Annex P

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

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

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|------------------------------------------------------------------------------------------------------------|-------------------------|--------------------------|-----------------------------------------|
| 11. Numerical Rating per IPCR | 4.94 | 70% | 3.458 |
| 12. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 5.00 | 30% | 1.500 |
| TOTAL NUMERICAL RATING | | | 4.958 |

TOTAL NUMERICAL RATING: 4.958

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.958


FINAL NUMERICAL RATING 4.958

ADJECTIVAL RATING: Outstanding


Prepared by:


MARVIN M. LAO
Administrative Aide IV


Reviewed by:


TERESITA L. QUIÑANOLA
Head, PRPEO

Recommending Approval:


LOURDES B. CANO
Director for Admin & HRD

Approved:


REMBERTO A. PATINDOL
Vice President for Admin & Finance

INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCR)

I, Marvin M. Lao, of the Personnel Records and Performance Evaluation 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 **July 1, 2018 to December 31, 2018**.

MARVIN M. LAO

Ratee

Approved:

TERESITA L. QUINANOLA

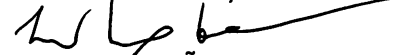
Head of Unit

| MFO & PAPs | Success Indicator | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| PRPEO MFO 1: Administrative and Support Services Management | | | | | | | | | |
| Efficient & customer friendly frontline service | Zero percent complaint from clients served | Attends to queries and consultation on personnel matters | No complaint | No complaint | 5 | 5 | 4 | 4.67 | |
| PRPEO MFO 6: Implementation of rewards and recognition policies monitored, followed up and facilitated | | | | | | | | | |
| | Percentage implementation of Step Increment based on meritorious performance | Prepares payroll for step increment based on merit | 100% of qualified employees issued payrolls for payment of step increment | 100% of qualified employees issued payrolls for payment of step increment | 5 | 5 | 5 | 5.00 | |
| PRPEO MFO 7: Implementation of approved personnel benefits | | | | | | | | | |
| Percentage of DBM/CSC/GSIS/BOR Rules and Policies on Employees Compensation and Benefits implemented | No. of personnel records updated for payroll | Encodes deductions of salaries and other benefits of employees for payroll preparation | 5,000 records updated | 7,084 records updated | 5 | 5 | 5 | 5.00 | |
| | No. of personnel records encoded and generated for PACS | Encodes net pay to LBP database/PACS | 7,500 records encoded | 9,500 records encoded | 5 | 5 | 5 | 5.00 | |
| | No. of Payslips prepared/generated and released | Prepares Payslip of regular employees | 2,200 Payslips | 2,500 Payslips | 5 | 5 | 5 | 5.00 | |
| | No. of payrolls prepared, reviewed and released | Prepares payroll for Salaries of regular employees and scholars, RATA & Honorarium, Midyear and Year-end bonus, Stipend for scholars, Clothing allowance, terminal leave, and payroll of other benefits. | 807 PAYROLLS: (Salary for regular, casual, contractual, & part time; RATA; Honorarium; Year-end bonus; Scholars Salary; Scholars' Stipend; Clothing Allowance; Terminal Leave pay; PEI; CNA; Monetization; Step Increment) | 1,131 PAYROLLS: (Salary for regular, casual, contractual, & part time; RATA; Honorarium; Year-end bonus; Scholars Salary; Scholars' Stipend; Clothing Allowance; Terminal Leave pay; PEI; CNA; Monetization; Step Increment) | 5 | 5 | 4 | 4.67 | |
| | No. of PACS prepared, reviewed and released | Prepares PACS for ATM loading for Salaries of regular employees and scholars, RATA & Honorarium, Midyear bonus, Stipend for scholars, Clothing allowance, terminal leave, and other benefits. | 203 PACS | 250 PACS | 5 | 5 | 5 | 5.00 | |

INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCR)

| MFO & PAPs | Success Indicator | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|-------------------------------------------------------|-----------------------------------------------------------------------------------------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| PRPEO MFO 8: Compliance to ISO 9001:2015 documentation requirements | | | | | | | | | |
| | Percentage implementation of work instructions | Implement assigned work instructions | 100% implemented | 100% implemented | 5 | 5 | 5 | 5.00 | |
| PRPEO MFO 9: Percentage compliance to 5S on office and documents management | | | | | | | | | |
| | Percentage implementation of 5S | Implement 5S in the office | 100% 5S compliant as to Office set-up | 100% 5S compliant as to Office set-up | 5 | 5 | 5 | 5.00 | |
| PRPEO MFO 12: Compliance to HR Accreditation | | | | | | | | | |
| | Number of PRIME-HRM core area evidences/documents facilitated and gathered ready for CSC accreditation | Gathers requested evidences/documents for PRIME-HRM core areas ready for submission to CSC and display at HR Accreditation Center for inspection and assessment by CSC team | 2 core areas | 2 core areas | 5 | 5 | 5 | 5.00 | |
| | Percentage compliance of requested HR evidences for updating of PRIME-HRM based on latest indicators displayed at HR Accreditation Center | Produce requested HR evidences/documents for updating of PRIME-HRM based on latest indicators at HR Accreditation Center | 100% compliant of requested HR evidences in PRIME-HRM | 100% compliant of requested HR evidences in PRIME-HRM | 5 | 5 | 5 | 5.00 | |
| Total Over-all Rating | | | | | | | | 54.33 | |
| MARVIN M. LAO | | Average Rating : | | 4.94 | Comments & Recommendations for Development Purposes: <i>Attend relevant trainings.</i> | | | | |
| | | Additional Points: | | | | | | | |
| | | Punctuality | | | | | | | |
| | | Approved Additional points (with copy of approval) | | | | | | | |
| | | FINAL RATING | | 4.94 | | | | | |
| | | ADJECTIVAL RATING | | Outstanding | | | | | |

Evaluated & Rated by:


TERESITA L. QUIÑANOLA

Head, PRPEO

Date: _____

Recommending Approval:


LOURDES B. CANO

Director for Admin & HRD

Date: _____

Approved by:


REMBERTO A. RATINDOL

Vice President for Admin & Finance

Date: _____

Legend:

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY-DECEMBER 2018

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 |
| Total Score | | 60/12 = 5.0 | | | | |

| 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. | 3 | 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 | | | | | | |

Overall recommendation : _____


TERESITA L. QUIÑANOLA
 Head of Office