



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	4.75	30%	1.425
TOTAL NUMERICAL RATING			4.89

TOTAL NUMERICAL RATING: 4.89
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.89

FINAL NUMERICAL RATING 4.89

ADJECTIVAL RATING: Outstanding

Prepared by:

MARVIN M. LAO
Name of Staff

Reviewed by:

REGINA C. BIBERA
Department/Office Head

Recommending Approval:

HONEY SOFIA V. COLIS
Dean/Director

Approved:

DANIEL LESLIE S. TAN
Vice President

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 Jul-December 2022

MARVIN M. LAO
Ratee

Approved:

REGINA C. BIBERA
Head of Unit

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (Jan-December 2022)	Actual Accomplishments (July - December 2022)	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.	60%	60%	5	5	5	5.00	10% during the 1st Sem. Other modules link to Payroll are still for enhancement.
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	4	5	5	4.67	
	PI 3. Efficient & customer friendly frontline service	Attends to queries and consultation on personnel matters	Zero percent complaint from clients served	Zero complaint	5	5	5	5.00	
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	5.00	
	PI 5. Compliance of HRM Practices to ISO 9001:2015 standards	Implement ISO-aligned HR processes	100% compliant	100% compliant	5	5	5	5.00	
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 7. 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 (73 pages each)	5	5	5	5.00	12 payroll (73 pages each) accomplished during the 1st Sem

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (Jan-December 2022)	Actual Accomplishments (July - December 2022)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
		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 (2 pages each)	5	5	5	5.00	12 payroll (2 pages each) accomplished during the 1st Sem
		Update/Encode the names and pertinent info of Regular Staff and Newly Hired employees in the payroll system database	100% personnel records updated in the payroll system database	100% personnel records updated in the payroll system database	5	5	5	5.00	
	PI 8. Number of monthly payroll for salary and stipend for all VSU Scholars prepared and processed within the prescribed period	Supervises/Assists in the preparation monthly payroll for Stipend of scholars.	24 monthly payroll for Salary and Stipend for VSU Scholars prepared for processing within the prescribed period	12- Salary and Stipend for scholars	5	5	5	5.00	24- Salary and Stipend for scholars accomplished during the 1st Sem
	PI 9. 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	56- Honorarium of entitled officials	5	5	5	5.00	77- Honorarium of entitled officials accomplished during the 1st Sem.
	PI 10. 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.)	14 special payrolls: Clothing allowance-8 NOSI Salary Diff.-30 Terminal leave benefits -24 Overload pay-10 Mid-year bonus-1 Monetization-20 PEI-5 SRI-5 Loyalty-3 Last Salary-23 CNA-2 Special Payroll (reinstated, newly hired, late submission of DTR, stipend etc.)-137 Summer Pay-1 Year End/Cash gift-7	5	5	5	5.00	13 special payrolls accomplished during the 1st Sem: NOSA-21 Clothing allowance-26 Step Increment based on merit-8 NOSI Salary Diff. - 30 Terminal leave benefits -19 Overload pay-35 Mid-year bonus-29 Gratuity Pay for J.O. Woker=18 Monetization-13 PEI-33 SRI-38 Loyalty-3
	PI 11. Number of Payslips prepared/generated and released	Prepares/generate Payslips of regular employees	7,000 Payslips generated, prepared and printed	4,596 Payslips generated, prepared and printed	5	5	5	5.00	3912 Payslips accomplishe during the 1st sem.
	PI 12. 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% compliance to request for special payroll served	5	5	4	4.67	

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (Jan-December 2022)	Actual Accomplishments (July - December 2022)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 13. 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% of PACS prepared, reviewed and released (64 pages/month)	5	5	5	5.00	
Total Over-all Rating								69.33	
MARVIN M. LAO		Average Rating :		4.95	Comments & Recommendations for Development Purposes: <i>To attend Work-Life Balance Seminar</i>				
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING		4.95					
		ADJECTIVAL RATING		OUTSTANDING					

Evaluated & Rated by:

REGINA C. BIBERA

In charge, PLB

Date: _____

Recommending Approval:

HONEY SOFIA V. COLIS

OIC Director, ODHRM

Date: _____

Approved by:

DANIEL LESLIE S. TAN

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 2022**

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					
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	57				
Average Score	4.75				

Overall recommendation :

Should consider attending I.T. related trainings.

REGINA C. BIBERA
Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: OHPLB

Head of Office: REGINA C. BIBERA

Number of Personnel: MARVIN M. LAO

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Consultation)	
	One-on-One	Group			
Monitoring					
As needed	✓			✓	
Coaching					
Kept a check on his timely preparation of payroll. Provided him opinions on relevant CSC/DBM policy and guidelines on employees benefit entitlement.	✓			✓	

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

Conducted by:

REGINA C. BIBERA
Immediate Supervisor

Noted by:

HONEY SOFIA V. COLIS
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MARVIN M. LAO**
Performance Rating: July-December 2022

Aim: Familiarize HR processes and procedures.

Proposed Interventions to Improve Performance: Attendance to orientations on HRIS systems and functionalities

Date: January, 2022 Target Date: September 30, 2022

First Step: Attended Re-orientation seminar on the RSP, PDS and Edats of the Management Information System.

Result: He is now exploring the HRIS functions and systems, specifically the payroll system, and provided inputs and comments to HRIS team.

Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation:
Should consider attending I.T. related trainings.

Prepared by:

REGINA C. BIBERA
Unit Head

Conforme:


MARVIN M. LAO
Administrative Aide IV