


COMPUTATION OF FINAL INDIVIDUAL RATING
FOR ADMINISTRATIVE STAFF


Rating Period: JANUARY TO JUNE 2017


Name of Administrative Staff: MARVIN M. LAO

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	70%	3.45
2. Supervisor/Head's assessment of her contribution towards attainment of office accomplishments	4.67	30%	1.40
TOTAL NUMERICAL RATING			4.85

TOTAL NUMERICAL RATING: 4.85
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.85
ADJECTIVAL RATING: Outstanding

Prepared by:

MARVIN M. LAO
Name of Staff


Reviewed by:

TERESITA L. QUINAÑOLA
Department/Office Head


Recommending Approval:

REMBERTO A. PATINDOL
Chairman, PMT

Approved:

EDGARDO E. TULIN
President

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 **January 1, 2017 to June 30, 2017**.


MARVIN M. LAO
Ratee

Approved: 
TERESITA L. QUINANOLA
Head of Unit

MFO & PAPs		Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks		
Administrative and Support Services Management						Q ¹	E ²	T ³	A ⁴			
Efficient & customer friendly frontline service		Zero percent complaint from clients served	Attends to queries and consultation on personnel matters	No complaint	No valid complaint	5	5	5	5.00			
Personnel Records Development and Management												
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	5,500 records updated	7584 records updated	5	5	5	5.00			
		No. of personnel records encoded and generated for PACS	Encodes net pay to LBP database/PACS	8,240 records encoded	10,840 records encoded	5	5	5	5.00			
		No. of Payslips prepared/generated and released	Prepares Payslip of regular employees	2,700 Payslips	3,561 Payslips	5	5	4	4.67			
		No. of payrolls and PACS prepped, 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.	26 payroll with 1,398 pages and 25 PACS with 224 pages	38 payrolls with 1,500 pages and 25 PACS with 340 pages	5	5	5	5.00			
Total Over-all Rating										24.67		
MARVIN M. LAO						Average Rating :					4.93	Comments & Recommendations for Development Purposes:
						Additional Points:						
						Punctuality						
						Approved Additional points (with copy of approval)						
						FINAL RATING					4.93	
						ADJECTIVAL RATING					Outstanding	

Received by:


REMBERTO A. PATINDOL
PRPEO

Date: _____

Calibrated by:


REMBERTO A. PATINDOL
Chairman, PMT

Date: _____

Recommending Approval:


REMBERTO A. PATINDOL
Vice President

Date: _____

Approved by:


EDGARDO E. TUÑIN
President

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY TO JUNE 2017

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		56.00				

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		N.A.				
Average Score		4.67				

Overall recommendation : _____


TERESITA L. QUINANOLA
 Head of Office