

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	4.95	70%	3.465
12. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
TOTAL NUMERICAL RATING			4.941

TOTAL NUMERICAL RATING: 4.941  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: 4.941


FINAL NUMERICAL RATING 4.941

ADJECTIVAL RATING: Outstanding


Prepared by:

  
**MARVIN M. LAO**  
Administrative Aide IV


Reviewed by:

  
**LOURDES B. CANO**  
Director for Admin & HRD

Recommending Approval:

  
**LOURDES B. CANO**  
Director for Admin & HRD

Approved:

  
**REMBERTO A. PATINDOL**  
Vice President for Admin & Finance

# INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM

I, Marvin M. Lao, of the Personnel Records and Performance Evaluation Office commits to deliver and agree to be rated for the attainment of the following targets in accordance with the indicated measures for the period **January 1, 2019 to June 30, 2019.**

**MARVIN M. LAO**

Ratee

Approved:

**LOURDES B. CANO**

Head of Unit

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 5. SUPPORT TO OPERATIONS									
OVPAF MFO 1: ISO Aligned Management and Administrative Support Services									
ODAHRD MFO 1: ISO Aligned Personnel Records Development and Management Services									
PRPEO MFO 1: Implementation of mandatory personnel salary and benefits									
	No. of personnel records updated for payroll	Encodes deductions of salaries and other benefits of employees for payroll preparation	5,300 records updated	7,384 records updated	5	5	5	5.00	
	No. of personnel records encoded and generated for PACS	Encodes net pay to LBP database/PACS	7,800 records encoded	9,800 records encoded	5	5	5	5.00	
	No. of Payslips prepared/generated and released	Prepares Payslip of regular employees	2,500 Payslips	2,800 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.	1191 PAYROLLS: (650 regular, 300 casual/contractual, 6 RATA, 6 honorarium, 150 Midyear bonus, 36 scholars salary, 6 scholars' stipend, 20 Clothing Allowance, 5 terminal leave, 12 casual/contractual, 90 part-time)	1, 431 PAYROLLS: (740 regular, 300 casual/contractual 12 RATA, 6 honorarium, 150 Midyear bonus, 50 scholars salary, 6 scholars' stipend, 30 Clothing Allowance, 9 terminal leave, 10 monetization, 12 casual/contractual, 106 part-time)	5	5	5	5.00	

# INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (MFO)

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	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.	503 PACS	550 PACS	5	5	5	5.00	
	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	
<b>PRPEO MFO 4: Administrative and Support Services Management</b>									
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	
<b>Total Over-all Rating</b>								<b>34.67</b>	
<b>MARVIN M. LAO</b>		Average Rating :		4.95	Comments & Recommendations for Development Purposes:  <i>Needs to attend training in computer operation using HRIS.</i>				
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING		4.95					
		ADJECTIVAL RATING		Outstanding					

Evaluated & Rated by:



**LOURDES B. CANO**

Director for Admin & HRD

Date: \_\_\_\_\_

Recommending Approval:



**LOURDES B. CANO**

Director for Admin & HRD

Date: \_\_\_\_\_

Approved by:



**REMBERTO A. PATINDOL**

Vice President for Admin & Finance

Date: \_\_\_\_\_

Legend:

1 - Quality

2 - Efficiency

3- Timeliness

4 - Average



## PERFORMANCE MONITORING FORM


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

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Encodes deductions of salaries and other benefits of employees for payroll preparation	Deductions for salary encoded	January	2nd week of the month	2nd week of the month	Impressive		
2	Encodes net pay to LBP database/PACS	Net Take Home Pay encoded to LBP PACS	January	2nd week of the month	2nd week of the month	Impressive		
3	Prepares Payslip of regular employees	Payslips printed	January	Every 15th of the month	Every 15th of the month	Impressive		
4	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.	Payrolls printed	January	2nd week of the month	2nd week of the month	Impressive		
5	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.	LBP PACS printed	January	2nd week of the month	2nd week of the month	Impressive		

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

  
**LOURDES B. CANO**  
 Unit Head

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY-JUNE 2019

Name of Staff: MARVIN M. LAOPosition: 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					59

**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					
Average Score					4.92

Overall recommendation : \_\_\_\_\_

  
**LOURDES B. CANO**  
 Supervisor



EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARVIN M. LAO

Performance Rating: January-June 2019

Aim: Develop him to become a more effective and efficient payroll master

Proposed Interventions to Improve Performance: Attendance to trainings

Date: Target Date:

First Step: Get acquainted on the new policies on salaries and other benefits.

Result: Prepared payroll within the schedule as mandated by law


Date: Target Date:

Next Step:

Outcome:

Final Step/Recommendation: Attend trainings on HRIS to link attendance and leave to payroll.

Prepared by:

  
**LOURDES B. CANO**  
Unit Head

Conforme:

  
**MARVIN M. LAO**  
Administrative Aide IV