



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 | 4.88 | 70% | 3.42 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.75 | 30% | 1.43 |
| TOTAL NUMERICAL RATING | | | 4.85 |

TOTAL NUMERICAL RATING: 4.85

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.85

FINAL NUMERICAL RATING 4.85

ADJECTIVAL RATING: Outstanding

Prepared by:


MARVIN M. LAO
Name of Staff


Reviewed by:


HONEY SOFIA V. COLIS
Department/Office Head

Recommending Approval:


DR. LOURDES B. CANO
Dean/Director

Approved:


DR. REMBERTO A. PATINDOL
Vice President

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 January 1- June 1-30, 2020

MARVIN M. LAO

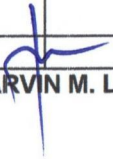
Ratee

Approved:

HONEY SOFIA V. COLIS

Head of Unit


| MFO & PAPs | Success Indicator | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|---|---|--|--|--|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| 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: ISO-aligned Personnel Records | PI 1. Percentage compliant of all HR processes to ISO Standards | Implement ISO-aligned HR processes | 100% compliant | 100% compliant | 4 | 5 | 5 | 4.67 | |
| UMFO6: General Administrative and Support Services (GASS) | | | | | | | | | |
| OVPAF MFO2: Administrative and Support Management Services | | | | | | | | | |
| ODAHRD MFO2: Human Resource Management and Development Services | | | | | | | | | |
| PRPEO MFO2: Human Resource Management and Development Services | PI 2. Efficient & customer-friendly frontline services | Attends to queries and consultation on personnel matters | Zero percent complaint from clients served | Zero percent complaint from clients served | 4 | 5 | 5 | 4.67 | |
| | PI 4. No. of linkages with external agencies maintained | Maintains linkages with external agencies | 1-LBP-Baybay | 1-LBP-Baybay | 5 | 5 | 5 | 5 | |
| PRPEO MFO3: Administration of Salary, Leave and other benefits of employee | PI 5. Percentage of personnel records updated for payroll | Encodes deductions of salaries and other benefits of employees for payroll preparation | 100% of records updated | 100% of records updated | 5 | 5 | 5 | 5 | |
| | PI 5.1 Percentage of personnel records encoded and generated for PACS | Encodes net pay to LBP database/PACS | 100% of records encoded | 100% of records encoded | 5 | 5 | 5 | 5 | |
| | PI 5.2 Percentage of Payslips prepared/generated and released | Prepares Payslip of regular, casual/contractual employees | 100% of Payslips prepared | 100% of Payslips prepared | 5 | 5 | 4 | 4.67 | |
| | PI 5.3 Percentage of payrolls prepared, reviewed and released | Prepares payroll for Salaries of regular, casual/contractual employees and scholars, RATA & Honorarium, Midyear and Year-end bonus, Stipend for scholars, Clothing allowance, terminal leave, and payroll of other benefits. | 100% of payrolls reviewed & prepared | 100% of payrolls reviewed & prepared | 5 | 5 | 5 | 5 | |

| MFO & PAPs | Success Indicator | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|--|---|---|--|---|--|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| | PI 5.4 Percentage of PACS prepared, reviewed and released | Prepares PACS for ATM loading for Salaries of regular, casual/contractual employees and scholars, RATA & Honorarium, Midyear bonus, Stipend for scholars, Clothing allowance, terminal leave, and other benefits. | 100% of PACS reviewed, prepared, and released | 100% of PACS reviewed, prepared, and released | 5 | 5 | 5 | 5 | |
| | PI 5.5 Percentage implementation of Step Increment based on meritorious performance | Prepares payroll for step increment based on merit and length of service | 100% of qualified employees issued payrolls for differential of step increment | 100% of qualified employees issued payrolls for differential of step | 5 | 5 | 5 | 5 | |
| ODAHRD MFO3: ARTA, FOI and Data Privacy aligned services | | | | | | | | | |
| PRPEO MFO4: ARTA, FOI and Data Privacy aligned services | PI 12. Percentage of external clients served and rated the service received as Very Satisfactory or higher | Provides better customer service experience to all clients | 100% of clients served rated the service as Very Satisfactory or higher | 100% of clients served rated the service as Very Satisfactory and even higher | 4 | 5 | 5 | 4.67 | |
| ODAHRD MFO4: PRIME-HRM compliant in RSP, PM, L&D and R&R | | | | | | | | | |
| PRPEO MFO7: PRIME-HRM compliant in Reward and Recognition (R&R) | PI 24. Percentage implementation of loyalty awards | Prepares loyalty bonus payroll to qualified employees for Loyalty Award | 100% implementation | 100% implementation | 5 | 5 | 5 | 5 | |
| Total Over-all Rating | | | | | | | | | |
| MARVIN M. LAO  | | Average Rating : | 4.88 | | Comments & Recommendations for Development Purposes: <i>Mr. Lao is a committed worker to perform his assigned tasks. He is recommended to participate on webinar on effective work team amidst pandemic.</i> | | | | |
| | | Additional Points: | | | | | | | |
| | | Punctuality | | | | | | | |
| | | Approved Additional points (with copy of approval) | | | | | | | |
| | | FINAL RATING | 4.88 | | | | | | |
| | | ADJECTIVAL RATING | | | | | | | |


Evaluated & Rated by:


HONEY SOFIA V. COLIS
 Head, RSPPRO
 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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January 1, 2020 to June 30, 2020**

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 | | 57 | | | | |

| 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

: Mr. Lao is very committed to perform the tasks assigned to him. He is stickler for payroll details and schedules for salary releases.

Honey

HONEY SOFIA V. COLIS

Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: PRPEO

Head of Office: Honey Sofia V. Colis

Number of Personnel: Mr. Marvin M. Lao

| Activity Monitoring | MECHANISM | | | | Remarks |
|---|---------------------|-------|------|-----------------------|---------|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Monitoring Every 1st week of the month or as the need arises (i.e. 10th or 24th of the month) | ✓ | | | | |
| Coaching • Coach in the moment • Listen + advises workplace relationship issues • Talk about next steps on new payroll system | ✓ ✓ ✓ | | | | |

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

Conducted by: Honey Sofia V. Colis
 Immediate Supervisor

Noted by: Wences B. Cayo
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Marvin M. Lao
Performance Rating: January-June 2020

Aim: To make himself further understand the value of working together towards effective customer service.

Proposed Interventions to Improve Performance: Attendance to Developing Effective Work Teams seminar

Date: March 1, 2020 Target Date: May 2020

First Step: Recommend for attendance to seminars on effective work team through the L & D program of the univ.

Result: All trainings/seminars were suspended due to COVID-19 pandemic.

Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation: _____

Prepared by:

Honey Sofia V. Colis
Unit Head

Conforme:

Marvin M. Lao
Administrative Aide IV