

Annex P

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

Rating Period: JANUARY TO JUNE 2016

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	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.88


TOTAL NUMERICAL RATING: 4.88

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.88

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 

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, 2016 to June 30, 2016**.


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	
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	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 payrolls	Prepares of regular, scholars, rata, honorarium payroll and payroll of other benefits.	720 regular payrolls, 12 RATA, 6 honorarium 150 Midyearbonus payroll 36 scholars salary payroll 6 stipend payroll 36 teacher's leave payroll 50 clothing allowance payroll, 20 PBB payroll, 5 terminal leave payrolls	850 regular payrolls, 15 RATA, 12 honorarium 174Midyearbonus payroll 66 scholars salary payroll 6 stipend payroll 44 teacher's leave payroll 60 clothing allowance payroll, 25 PBB payroll, 6 terminal leave payrolls	5	5	5	5.00	
	No. of employees pay encoded	Encodes net pay to LBP database	7,176	8,000	5	5	5	5.00	
	No. of payslips	Prepares of payslip	3,504	3,504	5	5	4	4.67	
	No. of database reports	Prepares of database report	168	336	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					

INDIVIDUAL PERFORMANCE COMMITMENT REVIEW (IPCR)


MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	

Received by:

Calibrated by:

Recommending Approval:


Approved by:



PRPEO


REMBERTO A. PATINDOL
Chairman, PMT


REMBERTO A. PATINDOL
Vice President


EDGARDO E. TULIN
President *edt*

Date:_____

Date:_____

Date:_____

Date:_____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY TO JUNE 2016

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				
Average:		4.75				

Overall recommendation : _____

TERESITA L. QUIÑANOLA
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARVIN M. LAO

Performance Rating: _____

Aim: _____

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: Attend Training

Result: _____

Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation: _____

Prepared by:

Teresita L. Quiñanola

TERESITA L. QUIÑANOLA

Unit Head