

Annex P

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

Rating Period: JANUARY TO JUNE 2018

Name of Administrative Staff: MARVIN M. LAO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.97	70%	3.479
2. Supervisor/Head's assessment of her contribution towards attainment of office accomplishments	5.00	30%	1.500
TOTAL NUMERICAL RATING			4.98


TOTAL NUMERICAL RATING: **4.98**

Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING: **4.98**

ADJECTIVAL RATING: **Outstanding**

Prepared by:


MARVIN M. LAO
Name of Staff

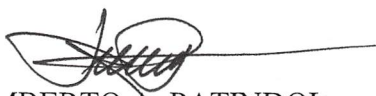
Reviewed by:


TERESITA L. QUINANOLA
Department/Office Head

Recommending Approval:


LOURDES B. CANO
Director for Admin & HRD

Approved:


REMBERTO A. PATINDOL
VP for Admin & Finance

INDIVIDUAL PERFORMANCE COMMITMENT REVIEW (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, 2018 to June 30, 2018**.

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	
PRPEO MFO 1: 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	
PRPEO MFO 6: Implementation of rewards and recognition policies monitored, followed up and facilitated									
	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	
PRPEO MFO 7: Implementation of approved personnel benefits									
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	5,000 records updated	7,084 records updated	5	5	5	5.00	
	No. of personnel records encoded and generated for PACS	Encodes net pay to LBP database/PACS	7,500 records encoded	9,500 records encoded	5	5	5	5.00	
	No. of Payslips prepared/generated and released	Prepares Payslip of regular employees	2,200 Payslips	2,500 Payslips	5	5	4	4.67	
	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.	981 PAYROLLS: (650 regular, 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)	1,131 PAYROLLS: (740 regular, 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	
	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.	185 PACS	250 PACS	5	5	5	5.00	

INDIVIDUAL PERFORMANCE COMMITMENT REVIEW (M (IPCR))

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
PRPEO MFO 8: Compliance to ISO 9001:2015 documentation requirements									
	Percentage implementation of work instructions	Implement assigned work instructions	100% implemented	100% implemented	5	5	5	5.00	
PRPEO MFO 9: Percentage compliance to 5S on office and documents management									
	Percentage implementation of 5S	Implement 5S in the office	100% 5S compliant as to Office set-up	100% 5S compliant as to Office set-up	5	5	5	5.00	
PRPEO MFO 12: Compliance to HR Accreditation									
	Number of PRIME-HRM core area evidences/documents facilitated and gathered ready for CSC accreditation	Gathers requested evidences/documents for PRIME-HRM core areas ready for submission to CSC and display at HR Accreditation Center for inspection and assessment by CSC team	2 core areas	2 core areas	5	5	5	5.00	
	Percentage compliance of requested HR evidences for updating of PRIME-HRM based on latest indicators displayed at HR Accreditation Center	Produce requested HR evidences/documents for updating of PRIME-HRM based on latest indicators at HR Accreditation Center	100% compliant of requested HR evidences in PRIME-HRM	100% compliant of requested HR evidences in PRIME-HRM	5	5	5	5.00	
Total Over-all Rating								54.67	
MARVIN M. LAO		Average Rating :		4.97	Comments & Recommendations for Development Purposes: Attend relevant trainings such as programming, etc.				
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING		4.97					
		ADJECTIVAL RATING		Outstanding					


Evaluated & Rated by:


TERESITA L. QUIÑANOLA

Head, PRPEO

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 Administrative Staff

Rating Period: JANUARY TO JUNE 2018

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		60/12 = 5.0				

Overall recommendation :


TERESITA L. QUIÑANOLA
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARVIN M. LAO

Performance Rating: Outstanding

Aim: _____

Proposed Interventions to Improve Performance: Attend relevant trainings such as programming, etc.

Date: _____ Target Date: _____

First Step:

Result:

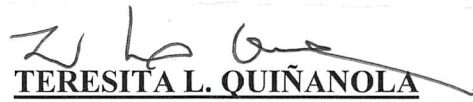
Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:


TERESITA L. QUIÑANOLA
Unit Head

Conforme:


MARVIN M. LAO
Ratee – Admin Aide IV