



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	4.975	70%	3.483
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.00	30%	1.200
TOTAL NUMERICAL RATING			4.683

TOTAL NUMERICAL RATING: 4.683
Add: Additional Approved Points, if any: 4.683
TOTAL NUMERICAL RATING: 4.683

FINAL NUMERICAL RATING 4.683

ADJECTIVAL RATING: Outstanding

Prepared by:


MARVIN M. LAO
Name of Staff

Reviewed by:


REGINA C. BIBERA
Department/Office Head

Recommending Approval:


HONEY SOFIA V. COLIS
Dean/Director

Approved:


REMBERTO A. PATINDOL
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCR)

I, **Marvin M. Lao**, of the Office of the Head Payroll and Leave Benefits 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-June 2021

MARVIN M. LAO
Ratee

Approved:

REGINA C. BIBERA
Head of Unit

GASSs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 6: General Administration Support Service									
UMFO5. SUPPORT TO OPERATIONS									
OVPAF MFO 1: ISO aligned management and administrative support services									
OVPAF MFO 2: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT									
ODHRM MFO 1: <u>Administrative and support services Management</u>									
<u>OHPLB MFO 1: Administrative and support services</u>	PI 1. Efficient & customer friendly frontline service	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	
ODHRM MFO 5: <u>Efficient and Effective implementation of the Payroll and Leave Benefits systems, policies, Processes and practices</u>									
<u>OHPLB MFO 2: Efficient and Effective implementation of the Payroll and Leave Benefits systems, policies, Processes and practices</u>	PI 46. Number of semi-monthly payroll and LDDAP for all regular, prepared and processed within prescribed period	Prepares and processes payroll for Salaries of all regular employees	12 semi-monthly payroll and LDDAP for all regular employees prepared and processed within prescribed period	852 semi-monthly payroll 12 LDDAP	5	5	5	5	
	PI 46.a Number of semi-monthly payroll of PCC employees prepared and processed within prescribed period	Prepares and processes payroll for Salaries of all regular PCC employees	12 semi-monthly payroll and for all PCC regular employees prepared within prescribed period	24 semi-monthly payroll prepared and processed within the prescribed period	5	5	5	5	
	PI 46.b Number of semi-monthly payroll of casual and contractual employees employees prepared and processed within prescribed period	Assists in the preparation of payroll for Salaries of all casual/contractual employees	12 semi-monthly payroll for casual and contractual employees	156 semi-monthly payroll	5	5	5	5	
	PI 47. Number of monthly payroll for RATA and honorarium of entitled officials prepared and released for processing	Prepares monthly payroll for RATA and honorarium of entitled officials	12 monthly payroll for RATA and honorarium of entitled officials prepared for processing within the prescribed period	48-RATA 60-Honorarium	5	5	5	5	
	PI 48. Number of special payroll prepared (mid-year bonus, clothing allowance, Step Increment based on merit, Step increment due to length of service)	Prepares special payroll for mid-year bonus, clothing allowance, Step Increment based on merit and Step increment due to length of service for all qualified employees	9 special payroll prepared (1 mid-year bonus, 1 clothing allowance, 1 Step Increment based on merit, 6 Step increment due to length of service)	27-Clothing Step Increment merit, 28-Differential, 5-Terminal, 12-Overload, 27-Mid-year bonus	10	5	5	5	5

GASSs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 46.c Percentage of personnel records updated for salary adjustments/increase in the payroll system database	Encode the names and pertinent info of Part-time instructors in the payroll system database	100% personnel records updated in the payroll system database	100% personnel records updated	5	5	5	5	
	PI 49. Percentage compliance to request for special payroll served	Prepares special payroll for reinstated employees, 1st salary of newly hired/reappointed employees & last salary for retired/resigned employees	100% compliance to request for special payroll served	100% compliance to request for special payroll served	5	5	5	5	
OTHER FUNCTIONS UNDER ODHRM MFO 5: Efficient and Effective implementation of the Payroll and Leave Benefits systems, policies, Processes and practices									
	PI 59. Number of monthly payroll for Salary and Stipend for all VSU Scholars prepared and processed within the prescribed period	Prepares payroll for Stipend of scholars.	24 monthly payroll for Salary and Stipend for VSU Scholars prepared for processing within the prescribed period	42 payroll for salary of scholars 6 payroll for stipend	5	5	5	5	
	PI 60. Number of payroll for book allowance of all VSU Scholars prepared and processed within the prescribed period	Prepares payroll for Book allowance of scholars.	1 payroll for book allowance of VSU Scholars prepared for processing within the prescribed period	1 payroll for book allowance	5	5	5	5	
	PI 62. Percentage of PACS for ATM loading for Salaries of regular employees and scholars, RATA & Honorarium, Midyear bonus, Stipend/ Book allowance for scholars, Clothing allowance, terminal leave, and other benefits. prepared, reviewed and released	PI 12. Prepares and review PACS for ATM loading for Salaries of regular employees and scholars, RATA & Honorarium, Midyear bonus, Stipend/ Book allowance for scholars, Clothing allowance, terminal leave, and other benefits.	100% of PACS prepared, reviewed and released	100% of PACS prepared, reviewed and released	5	5	5	5	
	PI 62.a Percentage of PACS for ATM loading for Salaries, Midyear bonus, Clothing allowance, and other benefits of casual/contractual employees prepared, reviewed and released	Assists in the preparation of PACS for ATM loading for Salaries of all casual/contractual employees.	100% of PACS prepared, reviewed and released	100% of PACS prepared, reviewed and released	5	5	5	5	
	PI 61. No. of Payslips prepared/generated and released	Prepares/generate Payslips of regular employees	3,000 Payslips generated, prepared and printed	3,888 Payslips generated, prepared and printed	5	5	5	5	

GASSs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Total Over-all Rating								64.67	
MARVIN M. LAO		Average Rating :		4.975	Comments & Recommendations for Development Purposes: Must still consider taking the CSC Career exam so he can be ranked if there are higher vacant positions.				
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING		4.975					
		ADJECTIVAL RATING		Outstanding					

Evaluated & Rated by:

REGINA C. BIBERA

Head, CHPLB

Date: _____

Recommending Approval:

HONEY SOFIA V. COLIS

OIC Director, ODHRM

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-June 2021**

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
Score	48				
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	4.00				

Overall recommendation : Should consider using the new payroll system module before the end of the year.


REGINA C. BIBERA
Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: OHPLB

Head of Office: REGINA C. BIBERA

Number of Personnel: MARVIN M. LAO

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Done weekly	✓				<i>In the discharge of his duties as a payroll in charge, he is always conscientious.</i>
Coaching					

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

Conducted by:

REGINA C. BIBERA
Immediate Supervisor

Noted by:

HONEY SOFIA V. COLIS
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARVIN M. LAO
Performance Rating: January-June 2021

Aim: To be able cope with the stress brought about by the demands of his job.

Proposed Interventions to Improve Performance: Attendance to CONFLICT AND STRESS MANAGEMENT webinar.

Date: January 1, 2021 Target Date: September 8-10, 2021

First Step:

Result:

Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:


REGINA C. BIBERA
Unit Head

Conforme:


MARVIN M. LAO
Administrative Aide IV