

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING
FOR ADMINISTRATIVE STAFF

Rating Period: JULY TO DECEMBER 2017

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	5.00	70%	3.50
2. Supervisor/Head's assessment of her contribution towards attainment of office accomplishments	4.58	30%	1.37
TOTAL NUMERICAL RATING			4.87

TOTAL NUMERICAL RATING: 4.87

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.87

ADJECTIVAL RATING: Outstanding

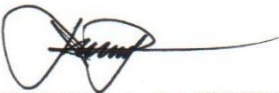
Prepared by:


MARVIN M. LAO
Name of Staff

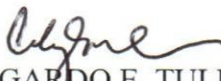
Reviewed by:


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 July 1, 2017 to December 31, 2017.

Approved: 
TERESITA L. QUINANOLA
Head of Unit


MARVIN M. LAO
Ratee

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks	
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	5.00	
Personnel Records Development and Management										
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	5,500 records updated	7,584 records updated	5	5	5	5	5.00	
	No. of personnel records encoded and generated for PACS	Encodes net pay to LBP database/PACS	8,240 records encoded	10,240 records encoded	5	5	5	5	5.00	
	No. of Payslips prepared/generated and released	Prepares Payslip of regular employees	2,700 Payslips	2,700 Payslips	5	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.	1,485 PAYROLLS: (720 regular, 12 RATA, 6 honorarium 150 Year-end bonus, 36 scholars salary, 6 scholars stipend, 20 PEI, 5 terminal leave, 20 CNA, 10 monetization, 500 PBB)	1,657 PAYROLLS: (744 regular, 12 RATA, 6 honorarium 150 Year-end bonus, 72 scholars salary, 6 scholars stipend, 30 PEI, 5 terminal leave, 35 CNA, 30 monetization, 567 PBB)	5	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 and Year-end bonus, Stipend for scholars, Clothing allowance, terminal leave, and payroll of other benefits.	200 PACS	259 PACS	5	5	5	5	5.00	
Total Over-all Rating									30.00	
MARVIN M. LAO					Comments & Recommendations for Development Purposes:					
					5.00					
					0.00					
					Approved Additional points (with copy of approval)					
FINAL RATING					5.00					
ADJECTIVAL RATING					Outstanding					

Received by: _____
PRPEO
Date: _____
Legend: 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average

Calibrated by: 
REMBERTO A. PATINDOL
Chairman, PMT

Recommended Approval: 
REMBERTO A. PATINDOL
Vice President

Approved by: 
EDGARDO E. TULIN
President

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2017

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		55/12				

Overall recommendation :

4.58


TERESITA L. QUIÑANOLA
Head of Office