AUTOHUB GROUP

MONTHLY ACCOMPLISHMENT REPORT
FOR THE MONTH OF: April-23

NAME OF RATEE : ALBERTO B. FLORES JR
NAME OF RATER: ARNEL ENDAYA

POSITION: WEB APPLICATION DEVELOPER
POSITION: IT MANAGER

UNIT/COMPANY : ADD — AGC
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KRA/ KPI	WEIGHT	TARGET	ACTUAL	%	VARIANCE/ REASON	NUMERICAL RATING	WEIGHTED POINT
A. APPLICATION DEVELOPMENT	44%					2.200	0.978
1. % of IT Project delivered		98%	70%	71%		2.1	
- Completion Rate of modules completed base on agreed timeline		98%	70%	71%			
- Compliance Rate of created modules based on design		98%	70%	71%			
- Usability Rate of modules developed		98%	70%	71%			
2. Acceptability Rate		90%	75%	75%		2.5	
a. Database Design		90%	75%	75%			
b. Source Code / Design Strcuture		90%	75%	75%			
3. Timeliness rate		92%	70%	70%		2.0	
B. SYSTEMS ANALYSIS AND DESIGN	28%					2.133	0.593
1. Completion rate of system design based on agreed timeline		100%	74%	74%		2.4	
- Data Gathering phase		100%	75%	75%			
- GAP Analysis		100%	75%	75%			
- System Design / Framework formulation		100%	70%	70%			
- Database Design		100%	75%	75%			
2. Acceptability rate		100%	70%	70%		2.0	
3. Timeliness rate		92%	70%	70%		2.0	
C. REPORTS PREPARATION	11%					1.667	0.185
1. No. of IT reports prepared and submitted		3	N/A			2.4	
-Project Issues and Concerns		1	N/A				
-System Enhancement Request		1	N/A				
-Project Compliance Rate		1	N/A				
2. Acceptability rate		90%	75%	75%		2.5	
3. Timeliness rate		92%	75%	75%		2.5	
D. POLICY/ DIRECTIVES COMPLIANCE	17%					4.067	0.678
1. Policy / directives compliance rate		100%	98%	98%		4.4	
a. PMS Compliance rate (activity / documentation)		100%	98%	98%		4.2	
b. Attendance rate (Based on HR records)		100%	98%	98%		4.8	
c. Other policies / directives		100%	98%	98%		4.2	
2. Acceptability rate		90%	88%	88%		3.8	
3. Timeliness rate		92%	90%	90%		4.0	

PERFORMANCE TARGETS — ACTUAL OUTPUTS/ACCOMPLISHMENTS

PERFORMANCE RATING (sum of weighted points)	PERCENTILE EQUIVALENT	ADJECTIVAL EQUIVALENT
2.580	75.80%	Below Satisfactory

OVERALL MONTHLY ASSESSMENT/ACTION TO BE TAKEN

A. ACTIONS/MEASURES TO BE TAKEN

	TARGET DATE	RESPONSIBILITY
☐ Issue Commendation memo		
☐ Public recognition of performance *(via email, viber, meeting)*		
☐ Conduct supervisory session		
☐ Conduct Coaching Session on _____		
☐ Recommend attendance to Training _____		
☐ Issue Incident Report		
☐ Issue Notice of Reprimand/Warning		
☐ Others (specify) _____		

B. COMMENTS BY THE EMPLOYEE- RATEE:

○ Agree

○ Partially Agree

○ Disagree

Reason/s for the comment:

_____

_____

_____

SIGNATURE OF RATEE:

ALBERTO B. FLORES JR

DATE: 05/03/2023

SIGNATURE OF IMMEDIATE HEAD:

ARNEL ENDAYA

DATE: 5/3/2023