

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: JENEFER B. JAYME

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|-----------------------------------------------------------------------------------------------------------|-------------------------|--------------------------|-----------------------------------------|
| 1. Numerical Rating per IPCR | 4.86 | 70% | 3.40 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.83 | 30% | 1.45 |
| TOTAL NUMERICAL RATING | | | 4.85 |

TOTAL NUMERICAL RATING: 4.85
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.85

ADJECTIVAL RATING: 0

Prepared by:

JENEFER B. JAYME
Name of Staff

Reviewed by:

RYSAN C. GUINOCOR
Department/Office Head

Approved:

EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, JENEFER B. JAYME, staff of Legal 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, 2018 to December 31, 2018

JENEFER B. JAYME

RATEE

Approved:

ATTY. RYSA C. GUINOCOR

Head, Legal Office



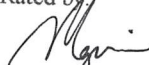
| MFOs/PAFs | Success Indicator | Tasks Assigned | Target Jul-October 2018 | Accomplishment | | Rating | | | | Remarks |
|--------------------------------------------------------------------|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------|------------|----------------|----------------|----------------|----------------|---------|
| | | | | Actual Accomplishment | Percentage | Q ¹ | E ² | T ³ | A ⁴ | |
| OP MFO 2: Administrative services | | | | | | | | | | |
| Legal Office MFO 1: Administrative and Support Services Management | | | | | | | | | | |
| PI 1: Efficient legal services management | A1. Efficient and customer friendly assistance | T1: Entertains clients needs promptly, efficiently and effectively | no complaint | no complaint | 100% | 5 | 5 | 5 | 5.00 | |
| | | T1.a. Monitors office request and facilitates reports preparations and submission one week before due dates | no complaint | no complaint | 100% | 5 | 5 | 5 | 5.00 | |
| | A2. Legal opinions/ comments preparation | T2: Facilitated issuance of legal opinions/ rulings/comments by the Legal Officer | 2 | 5 | 250% | 5 | 5 | 4 | 4.67 | |
| | A.3: Counseling/ consultancy services | T3: Assist the Head of Office in extending counseling and/or consultancy services to faculty , staff and students. | 20 | 23 | 115% | 5 | 5 | 5 | 5.00 | |
| | A4. Prosecution/ Resolution of cases | T4. Assists in the preparation of reports/ resolution/ recommendation of cases within 30 days from the day the case is submitted for resolution | 1 | 2 | 200% | 5 | 5 | 4 | 4.67 | |

[illegible]

| | | | | | | | | | | | | | |
|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-----------------------------------------------------------|------|------|---|---|------|------|------|--|
| PI 4: Settlement of land problems | | A8. Invites squatters/ complainant for verification/settlement | T8. a. Maintains files of documents/supporting papers for application for special patent. | | 1 | 1 | 100% | 5 | 5 | 5 | 5 | 5.00 | |
| OVPAF MFO 2: HUMAN | | | | | | | | | | | | | |
| PI. 2 Number of administrative services and financial/ administrative documents acted within time | | A3 Number of staff with expired appointments | Releases notice of expiration of appointments to dept./centers concern | 78 reg. staff notified for renewal | 80 reg. staff notified for renewal | 131% | 5 | 5 | 5 | 5 | 5.00 | | |
| | A4 Number of contracts of partimer recorded & released | Releases contract of partimers recorded and released | 100% of all partimers two days from receipt of schedule from Registrar | 100% of all partimers two days from receipt of schedule from Registrar | 100% | 5 | 5 | 5 | 5 | 5.00 | | | |
| | | Reviews and check supporting documents for appointments | 100% of regular appts and partimers contract 1 day from receipt | 100% of regular appts and partimers contract 4 hrs from receipt | 100% | 5 | 5 | 4 | 4 | 4.67 | | | |
| | | Files copy different reports received and submitted | 1 Accession, 1 Separation, | 1 Accession, 1 Separation, | 100% | 5 | 5 | 5 | 5 | 5.00 | | | |
| ODAHRD MFO 2: | | Compliance of existing HRM practices to PRIME-HRM STANDARDS, Level 2 maturity status (Recruitment, Selection & Placement Services) | | | | | | | | | | | |
| PI.9 Efficient and effective talent sourcing and screening using approved criteria | | No. of Publication of administrative positions, posted in the CSC bulletin | Reproduces copies of the vacancy announcements for posting to bulletin boards, website & social media | 5 publications | 5 publications | 100% | 5 | 5 | 5 | 5 | 5.00 | | |
| ODAHRD MFO. 4 | | Percentage of CSC validation of approved appointments | | | | | | | | | | | |
| PI. 23 Percentage CSC validation of approved appointments | | Zero invalidation on submitted appointments | Process appointment pursuant to ORAOHRA guidelines | 100% validation | 100% validation | 100% | 5 | 5 | 4 | 4 | 4.00 | | |
| ODAHRD MFO. 5 | | Efficient data base/records management compliant to ISO standards | | | | | | | | | | | |
| PI. 22. Number of Reports submitted to CSC, Ombudsman, DBM, PASUC, CHED | | A27. Reports required by regulatory bodies acted and complied | Prepares Reports of Appointment Issued and submit Accession & Separation to CSC. | 5 RAI prepared ; 1 Accession/Separation submitted to CSC | 10 RAI prepared ; 1 Accession/Separation submitted to CSC | 100% | 5 | 5 | 4 | 4 | 4.67 | | |


| | | | | | | | | | | |
|-----------------------------------------------------------|-------------------------------------------------------|---------------------------------------------------------------------------|-------------------------------------------|-------------------------------------------|------|---|---|---|----------------|--|
| P1.24 Number of Report submitted to CSC | Preparation of Report of Appointment Issued (RAI) | A.10.process report for signatories and approval. | 45 pages of RAI with 20 employees | 45 pages of RAI with 27 employees | 144% | 5 | 4 | 5 | 4.67 | |
| | Releases appointments for Records 201 file thru PRPEO | A.11 Segregated, recorded individual appointments with other requirements | 30 appointments with 500 supporting docs. | 41 appointments with 615 supporting docs. | 100% | 5 | 5 | 5 | 5.00 | |
| Total Over-all Rating | | | | | | | | | 111.69 | |
| Average Rating : | | | | | | | | | 4.85594 | |
| Additional Points: | | | | | | | | | | |
| Punctuality | | | | | | | | | | |
| Approved Additional points (with copy of approval) | | | | | | | | | | |
| FINAL RATING | | | | | | | | | | |
| ADJECTIVAL RATING | | | | | | | | | 4.86 | |
| | | | | | | | | | O | |

Evaluated and Rated by:


RYSAN C. GUINOCOR
 Head, Legal Office

Date: _____

Approved by:


EDGARDO E. TULIN
 President

Date: _____

Legend: 1 - Quality 2 - Efficiency 3- Timeliness 4 - Average

Comments & Recommendations for Development Purposes:

Recommends to attend meeting on how to conduct investigation.

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July- October 2018

Name of Staff: JENERFER B. JAYME Position: Admin Aide III

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 | | 58 | | | | |
| 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 | 5 | 4 | 3 | 2 | 1 |

| | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|
| office/department aligned to that of the overall plans of the university. | | | | | |
| 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 | | | | | |

Overall recommendation : Be allowed to attend trainings to make her prepare for higher rank.



RYSAN C. GUINOCOR
Name of Head

Exhibit I

PERFORMANCE MONITORING FORMName of Employee: **JENERFER B. JAYME**

| Task No. | Task Description | Expected Output | Date Assigned | Expected Date to Accomplish | Actual Date accomplished | Quality of Output* | Over-all assessment of output** | Remarks/ Recommendation |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------|-----------------------------|--------------------------|--------------------|---------------------------------|-------------------------|
| 1 | Entertains clients' needs promptly, efficiently and effectively | No complaint | July 1, 2018 | December 31, 2018 | July-Sept 2018 | very impressive | Outstanding | |
| 2 | Monitors office request and facilitates reports preparations and submission one week before due dates | No complaint | July 1, 2018 | December 31, 2018 | July-Sept 2018 | very impressive | Outstanding | |
| 3 | Facilitated issuance of legal opinions/ rulings/comments by the Legal Officer | 5 | July 1, 2018 | December 31, 2018 | July-Sept 2018 | | very satisfactory | |
| 4 | Assist the Head of Office in extending counseling and/or consultancy services to faculty, staff and students. | 20 | July 1, 2018 | December 31, 2018 | July-Sept 2018 | impressive | very satisfactory | |
| 5 | Assists in the preparation of reports/ resolution/ recommendation of cases within 30 days from the day the case is submitted for resolution | 1 | July 1, 2018 | December 31, 2018 | July-Sept 2018 | needs improvement | very satisfactory | |
| 6 | Facilitated violations of provisions of MOA/contacts for Legal officer's action | 2 | July 1, 2018 | December 31, 2018 | July-Sept 2018 | impressive | very satisfactory | |
| 7 | Percentage of prepared the annexes of the appeals/ memorandum within the time frame whenever applicable | 100% | July 1, 2018 | December 31, 2018 | July-Sept 2018 | impressive | very satisfactory | |
| 8 | Prepared/ encoded affidavits, contracts, agreements, Certificate of No Pending Case and other legal documents and facilitated its notarization by the Legal Officer. | 500 | July 1, 2018 | December 31, 2018 | July-Sept 2018 | very impressive | Outstanding | |
| 9 | Facilitated legal documents (SALN, CSC Form re: no pending case , etc) | 200 | July 1, 2018 | December 31, 2018 | July-Sept 2018 | very impressive | Outstanding | |


| Task No. | Task Description | Expected Output | Date Assigned | December 31, 2018 | Actual Date accomplished | Quality of Output* | Over-all assessment of output** | Remarks/ Recommendation |
|----------|-----------------------------------------------------------------------------------------------------------------------------|-----------------|---------------|-------------------|--------------------------|--------------------|---------------------------------|-------------------------|
| 10 | Facilitated the review / correction/ release of MOA's and other legal documents by the Legal Officer. | 100 | July 1, 2018 | December 31, 2018 | July-Sept 2018 | impressive | very satisfactory | |
| 11 | Coordinated with ODAHRD and VSU External Campuses for scheduling of lectures/seminars to be conducted by the Legal Officer. | 1 | July 1, 2018 | December 31, 2018 | July-Sept 2018 | impressive | very satisfactory | |
| 12 | Scheduled meetings and send notices to concerned squatters. | 20 | July 1, 2018 | December 31, 2018 | July-Sept 2018 | impressive | Outstanding | |
| 13 | Maintains files of documents/supporting papers for application for special patent. | 1 | July 1, 2018 | December 31, 2018 | July-Sept 2018 | impressive | very satisfactory | |

| | | | | | | | | |
|----|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|------------------|-------------------|-------------------|------------|-------------------|--|
| 14 | Releases notice of expiration of appointments to dept./centers concern | 78 reg. staff notified for renewal | October 12, 2018 | December 31, 2018 | December 12, 2018 | impressive | Outstanding | |
| 15 | Releases contract of parttimers recorded and released | 100% of all parttimers two days from receipt of schedule from Registrar | October 12, 2018 | December 31, 2018 | October 15, 2018 | impressive | Outstanding | |
| 16 | Reviews and check supporting documents for appointments | 100% of regular appts and parttimers contract 1 day from receipt | October 12, 2018 | December 31, 2018 | December 17, 2018 | impressive | very satisfactory | |
| 17 | Files copy different reports received and submitted | 1 Accession, 1 Separation, | October 12, 2018 | December 31, 2018 | December 21, 2018 | impressive | Outstanding | |
| 18 | Reproduces copies of the vacancy announcements for posting to bulletin boards, website & social media | 5 publications | October 12, 2018 | December 31, 2018 | December 2018 | impressive | Outstanding | |
| 19 | Process appointment pursuant to ORAOHRA guidelines | 100% validation | October 12, 2018 | December 31, 2018 | Oct-December 2018 | impressive | very satisfactory | |
| 20 | Prepares Reports of Appointment Issued and submit Accession & Separation to CSC; | 5 RAI prepared ; 1 Accession/Separation submitted to CSC | October 12, 2018 | December 31, 2018 | Nov-Dec. 2018 | impressive | very satisfactory | |
| 21 | A.10.process report for signatories and approval. | 45 pages of RAI with 20 employees | October 12, 2018 | December 31, 2018 | Nov-Dec. 2018 | impressive | very satisfactory | |
| 22 | A.11 Segregated, recorded individual appointments with other requirements | 30 appointments with 500 supporting docs. | October 12, 2018 | December 31, 2018 | Nov-Dec. 2018 | impressive | Outstanding | |

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


ATTY. RYSAN C. GUINOCOR
 Immediate Supervisor