


COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION
July to December 2020

Name of Administrative Staff: **JENNIFER E. ANDO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.Numerical Rating per IPCR	4.78	70%	3.34
2.Supervisor/Head’s assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.47
TOTAL NUMERICAL RATING			4.81

TOTAL NUMERICAL RATING: _____
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____
ADJECTIVAL RATING: _____

Prepared by:


JENNIFER E. ANDO
Name of Staff

Reviewed by:



LOURDES B. CANO
Director, ODAHRD


Approved:


REMBERTO A. PATINDOL
VP, Admin and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JENNIFER E. ANDO, of the Office of the Director for Administration and Human Resource Development 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, 2019 to December 31, 2019.


JENNIFER E. ANDO
Ratee


LOURDES B. CANO
Rater

MFO/PAPS	Success Indicators	Task Assigned	Target July. -December 2019	Accomplishments		Rating				Remarks
				Actual Accomplishment	Percentage	Q ¹	E ²	T ³	A ⁴	
UMFO 6: General Administration and Support Services										
OVPAF MFO 2: Human Resource Management & Development										
ODAHRD MFO 1. Administrative & Support Services Management										
PI. 1 Efficient & customer friendly frontline service	Satisfied clients due to prompt, efficient and effective service	Entertains faculty & staff needing assistance or services of the office	Zero complaint from client served	100%		5	5	5	5	
ODAHRD MFO 4: Learning and Development Services										
PI. 16 In-house trainings, workshops and other HR interventions conducted/facilitated/documented	Coordinates/or facilitates in the conduct of in-house trainings and workshops	Prepares communications for the training, coordinates/facilitate venue and training preparations	6 in house trainings, 300 participants	20 in house trainings, 1252 participants		5	5	5	5	
	No. of certificates distributed	Designs/layouts/reproduces certificates to be distributed to participants	3	5		5	5	4	4.67	

Training Designs	No. of training designs prepared and developed	Formulates Designs for in-house trainings	2	5		5	5	4	4.67	
Evaluation	No. of training evaluations conducted	Prepares evaluation forms and evaluation reports from the trainings. Gather feedback from the evaluation	4	4		5	4	4	4.33	
ODAHRD MFO 12: Other Functions										
	Secretariat in behalf of the Director for Administration and Human Resource Development during her official functions outside university and personal leave	Attends meeting and Prepares minutes of meetings	2	3		5	5	5	5.00	
	As OIC to the Director for Administration and Human Resource Development during her official functions outside the university and personal leave	Signs Vouchers and other documents, attends meetings on her behalf	2	5		5	4	5	4.67	
	Other tasks performed assigned by superior	Acts on requests as Master of Ceremony/ documentor/facilitator and other related activities assigned by superiors	5	9		5	5	5	5.00	
		Submits FOI Inventory report	1	1		5	4	5	4.67	

Average Rating			Comments & Recommendations for Development Purpose: To attend more trainings on human resource management.
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING		4.78	
ADJECTIVAL RATING			

Evaluated and Rated by:


LOURDES B. CANO
 Director, ODAHRD

Date: _____

Approved by:


REMBERTO A. PATINDOL
 VP, OVPAF

Date: _____

PERFORMANCE MONITORING FORM

July-December 2019

Name of Employee: **Jennifer E. Ando**


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	Prepares communications for the training, coordinates/facilitate venue and training preparations	Communications prepared and all preparations made	After approval of training design	A week before training	A week before training	Impressive	US	
2	Designs/layouts/reproduces certificates to be distributed to participants	Certificates laid out & certificate to participants distributed	before training	2 weeks after training	Within the prescribed time frame	Impressive	US	
3	Formulates Designs for in-house trainings	Approved training design	After ascertaining the training needs	2 weeks after	Within 2 weeks	Impressive	US	
4	Gather Feedback and prepares evaluation reports from the trainings	Results of the Evaluation of the training	At the end of the training	2 weeks after the training	Within the prescribed time frame	Impressive	US	

5	Attends meeting and Prepares minutes of meetings	2 meetings attended	A day before meeting	On the day of meeting and the minutes 3 days after	On the day of meeting and the minutes 2 days after	Very Impressive	0	
6	Signs Vouchers and other documents, attends meetings on her behalf	Signed vouchers & represent Head during meetings	Date as OIC	On the dates as OIC	On the dates as OIC	Impressive	US	
7	Acts on requests as Master of Ceremony/ documentor/facilitator and other related activities assigned by superiors	Acted as Emcee per request	Date of request	On the day of the activity	Acted as emcee on the day of activity	Very Impressive	0	

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

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

Prepared by:


LOURDES B, CANO
 Director, ODAHRD

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2019

Name of Staff: JENNIFER E. ANDO Position: Education Program Specialist II

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					
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					

Overall recommendation : To attend more trainings on human resource management.



LOURDES B. CANO
 Name of Head

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
ODAHRD MFO 1: ISO aligned Personnel Records Development & Management Services	PI. 1 Percentage implementation of leave benefits, compensation and other employee benefits	RBBebira, MLao & LBC	July-December 2019	x	x	x	x	Completed
	PI. 2 Number of Reports submitted to CSC, Ombudsman, DBM, PASUC, CHED and budgetary documents requested by OP/Budget Office	LGAcober, JBJayne & LBCano	July-December 2019		x		x	CSC monthly report completed, DBM, PASUC & CHED within prescribed period
	PI. 3 Percentage updating and uploading of e-GMIS to DBM and Personnel Information System updating completed	LGAcober & LBC	Regularly every end of the month				x	Updated and uploaded as scheduled
	PI. 4 Number of certifications and service records issued and authentication of documents	LBCano, AASEvilla, & RMiraflor	As the needed arises	x	x	x	x	
ODAHRD MFO. 2: ISO aligned Records and Archives Management	PI. 5 No. of new archival and documents gathered and displayed at	ODAHRD, LBCano, AASEvilla, & RMiraflor	Targeted outputs to be delivered July-December 2019				x	complied

	Archives Center							
-	PI. 6 Percentage of required HR accreditation evidences under PRIME-HRM level 3 maturity in RSP ready for inspection by CSC team	LBCano, AASevilla, MGayanilo, JEAndon, LGAICOBER MDela Torre	On-going	x	x	x	x	Still on going
ODAHRD MFO. 3: ISO 9001:2015 aligned documents	PI 9 Number of quality procedures prepared/ revised	LBCano, HVColis, MDela Torre, LGAICOBER, JEAndon & MGayanilo	A week before Stage 1 Audit	x	x	x	x	Complied but subject to revision in preparation for Stage 2
ODAHRD MFO. 4: ARTA aligned compliance and reporting requirements	PI 10 Percentage of external clients served and rated the service received as at least very satisfactory or higher	LBCano, HVColis, MDela Torre, LGAICOBER, JEAndon, MGayanilo & JBJayme	July – December 2019	x	x	x	x	complied
ODAHRD MFO. 5: FOI aligned compliance and reporting requirements	PI. 11 Percentage compliance of reporting requirements in accordance with FOI Manual	LBCano. JEAndo & RMiraflor	December 2019				x	complied
ODAHRD MFO 6: Administrative and support services Management	PI. 12 Efficient & customer friendly frontline service	LBCano, AASevilla, HVColis, MDela Torre, LGAICOBER, JEAndon, MGayanilo & JBJayme Staff	Continuin g	x	x	x	x	
	PI. 13 Number of administrative services and	LBCano, AASevilla, &						

	financial/ administrative documents acted within time frame	RMiraflor						
	PI. 14 No. of linkages with external agencies maintained	LBCano, T. Quiñanola, A. Sevilla, J. Ando, MGayanilo, LGAcober, & JBJayme						
	PI.15 No. of ad hoc committee assignments served/functions performed	LBCano, J. E. Ando, M.F. Gayanilo	July- December	x	x	x	x	Attended weekly meetings
	PI.16 No. of HR activities and interventions implemented during PSC celebration	Pres. E. Tulin, L.B. Cano, L. Managbana g	Septembe r 2019	x	x	x	x	All programmed activities were successfully conducted
ODAHRD MFO 7: PRIME-HRM compliant Recruitment, Selection & Placement	PI. 17 No. of publications of administrative vacancies submitted to CSC and vacancy announcements for faculty positions prepared & posted in bulletin boards, website & social media	LBCano, L Alcober & JBJayme	July- December	x	x	x	x	
	PI.18 Number of vacant administrative positions with applicants profile prepared, applicants screened, interviewed/evalua	LBCano & HSColis	July - December	x	x	x	x	continuing

	ted and comparative assessments prepared							
	PI.19 Number of ranking of applicants and recommendation to faculty positions submitted to APB for review and final action by the President	LBCano & HSColis	July-December	x	x	x	x	Regularly submitted to APB during its weekly meetings
	PI.20 Number of appointments processed and Reports of Appointments Issued (RAI) submitted to CSC with zero invalidation and JO contracts reviewed	LBCano, LGAlocer & JBJayme	July – December 2019	x	x	x	x	All approved recommendations to hire were acted, appointments issued & processed
ODAHRD MFO 8: PRIME-HRM compliant Performance Management System services	PI. 21 Percentage submission of IPCRs followed up and received IPCRS reviewed and report of IPCR ratings submitted to PMT	LBCano & ODAHRD, RECORDS MDela Torre	July – December 2019	x	x	x	x	Submissions were continuously followed up
	PI. 22 Number of teaching effectiveness evaluation of faculty/subjects administered	MLGayanilo	After midterm					completed
ODAHRD MFO 9: PRIME-HRM aligned Learning and Development Services	PI. 23 No. of in-house trainings/HR interventions/ workshops conducted/facilitat	LBCano, JEAndo & MLGayanilo	July – December as per training plan					There were changes due to inclusion of ISO required trainings

	ed							
	PI.24 Percentage of PhD & MS scholars monitored as to progress of their studies & requests for renewal of study leave facilitated/assisted	LBCano, AAsevilla JEAndo & MLGayanilo	July – December 2019	x	x	x	x	continuing
	PI. 25 Percentage of faculty development related requests acted by scholarship committee, requests to present paper or to attend conference abroad facilitated for action by CHED & BOR & awards of attendance to approved requests prepared	LBCano, JEAndo & MLGayanilo	July – December 2019	x	x	x	x	Requests submitted late but urgent were acted thru referendum
	PI. 26 No. of scholarship contracts prepared, provisions of the contract explained to faculty and contract finally executed within 3 days	LBCano, AAsevilla, JEAndo & MLGayanilo	July – December 2019	x	x	x	x	completed
ODAHRD MFO 10: PRIME-HRM Aligned Rewards & Recognition Services	PI. 27 Percentage of OPCR and IPCR ratings submitted to PMT reviewed, calibrated and delivery units ranked and PBB	MDela Torre, A. Sevilla/M. Sta. Iglesia	Applicable only every January-February					Not applicable

	Form 1 prepared and submitted within prescribed period							
	PI 28 Percentage of IPCR ratings with outstanding rating forced ranked and the top 5% employees granted step increment based on merit	LBCano & MDela Torre	July-December 2019				x	Completed December 2019
	PI. 29 Percentage implementation of university and loyalty awards	ODAHRD, PRPEO	September 2019	x	x	x	x	completed
ODAHRD MFO 11: Innovations & new Best Practices Development Services	PI. 30. Number of new HR systems/innovations introduced and implemented	LB. Cano, H. S. Colis, A. Sevilla	July-December 2019				x	complied
-	PI. 31. Number of request to facilitate strategic planning workshop conducted	L. Cano, J. Ando, M. Gayanilo	As the need arises					Only CAC requested and was served
-	PI. 32. Number of best practices introduced and implemented	L. Cano	July-December 2019	x	x	x	x	Target met
-	PI 33 Number of required mandatory operations manual prepared and submitted	LBCano	July-December 2019	x	x	x	x	Target met
-	PI. 36. Percentage operationalization of HRIS on RSP	LBCano	July-December 2019					RSP program launched as targeted

	PI. 37 Number of outside agencies which benchmarked HR practices/systems or provided with expert services as Resource Person	LBCano, JEAndo, HVColis & MGayanilo	As the need arises					Sultan Kudarat & ESSU served
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Prepared by:


LOURDES B. CANO
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JENNIFER E. ANDO
Performance Rating: _____

Aim: To enhance competencies as Training Coordinator

Proposed Interventions to Improve Performance:

Date: July 1, 2019 Target Date: Dec. 31, 2018

First Step:
Attend HR training, workshops, conferences

Result:
Improved competencies resulting to preparation & required evidence of Stage 1 audit

Date: July 1 Target Date: Dec - 31, 2018

Next Step:
To attend specific workshops, training or HR related areas especially on learning & development

Outcome: The HR group passed Stage 2 audit without any & with only OFI


Final Step/Recommendation:

To attend specific training or HR Analysis in preparation to PRIME-HRM Level 3 assessment

Prepared by:


LOURDES B. CANO
Unit Head

Conforme:


JENNIFER E. ANDO
Name of Ratee Faculty/Staff