



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: JENEFER B. JAYME

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.81	70%	3.37
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
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:

LOURDES B. CANO  
Immediate Supervisor

Approved:

REMBERTO A. PATINDOL  
Chairman, PMT

### INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Jenefer B. Jayme, of the Office for Administration and Human Resource Development commits to deliver and agree to be rated on the attainment of the following 1 the indicated measures for the period July 1, 2019- December 31, 2019

  
**JENEFER B. JAYME**

Ratee

Approved:

  
**LOURDES B. CANO**

Head, ODAHRD

MFOs/PAFs	Success Indicator	Tasks Assigned	Target Jan.- June 2020	Accomplishment		Rating				Remarks
				Actual Accomplishment	Percentage	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO5. SUPPORT TO OPERATIONS										
OVPAF MFO 1: ISO aligned management and administrative support services										
ODAHRD MFO 1: ISO aligned Personnel Records Development & Management Services										
Pl. 2 Number of Reports submitted to CSC, Ombudsman, DBM, PASUC, CHED and budgetary documents requested by OP/Budget Office	Monitors supplies needed for the office.	Preparation of PPMP, purchase request for supplies needed at the ODAHRD & other financial docs.	2 PPMP and 2 purchase request	3 PPMP and 4 Purchase Request	150%	5	5	5	5	
Pl. 13 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 percent complaint from clients served	Zero percent complaint from clients served	100%	5	5	5	5	

PI. 14 Number of administrative services and financial/ administrative documents acted within time frame	Number of staff with expired appointments	Prepares and Releases notice of expiration of appointments to dept./centers concern	150 reg. staff notified for renewal	158 reg. staff notified for renewal	105%	5	5	4	4.67	
	Number of contracts of parttimer recorded & released	Releases contract of parttimers 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	
		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 1 day from receipt	100%	5	4	5	4.67	
		Files copy different reports received and submitted	9 Accession, 9 Separation, 1 IGHRs, 30 various including CSC & CHED reports, PASUC Reports	9 Accession, 9 Separation, 4 IGHRs, 50 various including CSC & CHED reports, PASUC Reports	100%	5	5	4	4.67	


<b>PI.17 No. of HR activities and interventions implemented during PSC celebration</b>	A17. In-house trainings, workshops and other HR interventions conducted/facilitated	Assists in other training needs, i.e. list of newly hired/retirable employees for orientation/training	5 list of faculty/staff prepared	8 list of faculty/staff prepared	160%	5	5	5	5	
<b>ODAHRD MFO 7: PRIME-HRM compliant Recruitment, Selection &amp; Placement</b>										
<b>PI. 18 No. of publications of administrative vacancies submitted to CSC and vacancy announcements for faculty positions prepared &amp; posted in bulletin boards, website &amp; social media</b>	Publication of administrative positions, posted in the CSC bulletin	Drafts request for publication of vacant administrative positions for submission to CSC	6 publications	33 publications	550%	5	5	5	5	
	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	20 publications	132 Publications	660%	5	5	4	4.67	
	Vacancy announcements posted in bulletin boards and in social media	Drafts the vacancy announcements focusing on the competency requirement for posting	40 vacancy announcements posting	46 vacancy announcements posting	115%	5	5	4	4.67	



PI.22 Number of appointments processed and Reports of Appointments Issued (RAI) submitted to CSC with zero invalidation and JO contracts reviewed	Approved recommendations of APB, NAPB & Scholarship Committee decisions based on approved minutes implemented	Receives recommendations/APB/NAPB minutes for issuance of appointments and contracts	75 from APB /NAPB minutes	86 from APB /NAPB minutes	115%	5	5	4	4.67	
		Prepares appointments for regular staff	160 appointments processed without invalidation	355 APPOINTMENTS	162%	5	5	5	5	
		Prepares contract of parttimers (87)and reviews part time contracts from external campuses	100% of all parttimers two days from receipt of schedule from Registrar	100% of all parttimers two days from receipt of schedule from Registrar	100%	5	5	4	4.67	
		Reports required by regulatory bodies acted and complied	Prepares Reports of Appointment Issued and submit Accession & Separation to CSC;	20 RAI prepared ; 6 Accession/Separation submitted to CSC	57 RAI prepared ; 6 Accession/Separation submitted to CSC	5	5	5	5	
		Preparation of Report of Appointment Issued (RAI)	A.10.process report for signatories and approval.	20 pages of RAI with 172 employees	171 pages of RAI with 355 employees	5	5	5	5	

		Zero invalidation on submitted appointments	Process appointment pursuant to ORAOHRA guidelines	100% validation	100% validation	5	5	4	4.67	
		Releases appointments for Records 201 file thru PRPEO	Segregated, recorded individual appointments with other requirements	172 appointments with 700 supporting docs.	100%	5	5	5	5	
<b>Total Over-all Rating</b>										4.81
<b>Average Rating :</b>										4.8
<b>Additional Points:</b>										
<b>Punctuality</b>										
<b>Approved Additional points (with copy of approval)</b>										
<b>FINAL RATING</b>										4.8
<b>ADJECTIVAL RATING</b>										Q

Evaluated & Rated by:

  
**LOURDES B. CANO**  
 Director, ODAHRD

Date: \_\_\_\_\_

Approved by:

  
**REMBERTO A. PATINDOL**  
 VP for Admin & Finance

Date: \_\_\_\_\_

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

Comments & Recommendations for Development Purposes:

**Attend more trainings on HR management**

### PERFORMANCE MONITORING FORM

Name of Employee: JENEFER 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	Preparation of PPMP, purchase request for supplies needed at the ODAHRD & other financial docs.	2 PPMP and 2 purchase request	January 2019	December 2019	Accomplished on required date	Impressive	US	
2	Entertains faculty & staff needing assistance or services of the office	Zero percent complaint from clients served	January 2019	December 2019	Accomplished on required date	Impressive	US	
3	Prepares and Releases notice of expiration of appointments to dept./centers concern	150 reg. staff notified for renewal	January 2019	December 2019	Accomplished on required date	Impressive	US	
4	Releases contract of part timers recorded and released	100% of all partimers two days from receipt of schedule from Registrar	January 2019	December 2019	Accomplished on required date	Impressive	US	
5	Reviews and check supporting documents for appointments	100% of regular appts and partimers contract 1 day from receipt	January 2019	December 2019	Accomplished on required date	Impressive	US	
6	Files copy different reports received and submitted	9 Accession, 9 Separation, 1 IGHSR, 30	January 2019	December 2019	Accomplished on required date	Impressive	US	



		various including CSC & CHED reports, PASUC Reports						
7	Assists in other training needs, i.e. list of newly hired/retirable employees for orientation/training	5 list of faculty/staff prepared	January 2019	December 2019	Accomplished on required date	Impressive	VS	
8	Drafts request for publication of vacant administrative positions for submission to CSC	6 publications	January 2019	December 2019	Accomplished on required date	Impressive	VS	
9	Reproduces copies of the vacancy announcements for posting to bulletin boards, website & social media	20 publications	January 2019	December 2019	Accomplished on required date	Impressive	VS	
10	Drafts the vacancy announcements focusing on the competency requirement for posting	40 vacancy announcements posting	January 2019	December 2019	Accomplished on required date	Impressive	VS	
11	Receives recommendations/APB/NAPB minutes for issuance of appointments and contracts	75 from APB /NAPB minute	January 2019	December 2019	Accomplished on required date	Impressive	VS	
12	Prepares appointments for regular staff and Casual/Contractual employee	160 appointments processed without invalidation	January 2019	December 2019	Accomplished on required date	Very impressive	O	
13	Prepares contract of part-timers (87)and reviews part time contracts from external campuses	100% of all partimers two days from receipt of schedule from	January 2019	December 2019	Accomplished on required date	Impressive	VS	



		Registrar						
14	Reports required by regulatory bodies acted and complied	Prepares Reports of Appointment Issued and submit Accession & Separation to CSC;	January 2019	December 2019	Accomplished on required date	Impressive	US	
15	Preparation of Report of Appointment Issued (RAI)	A.10.process report for signatories and approval.	January 2019	December 2019	Accomplished on required date	Very impressive	0	
16	Zero invalidation on submitted appointments	Process appointment pursuant to ORAOHRA guidelines	January 2019	December 2019	Accomplished on required date	Very impressive	0	
17	Releases appointments for Records 201 file thru PRPEO	Segregated, recorded individual appointments with other requirements	January 2019	December 2019	Accomplished on required date	Impressive	US	

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

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

Prepared by:

  
**LOURDES B. CANO**  
Unit Head



**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: July 1 to December 31, 2019

Name of Staff: JENERFER B. JAYME Position: ADMINISTRATIVE 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

**Vision:** A globally competitive university for science, technology, and environmental conservation.

**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.





Total Score									
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>					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 HR training.

  
**LOURDES B. CANO**  
Printed Name and Signature  
Head of Office

**Vision:** A globally competitive university for science, technology, and environmental conservation.

**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q
	2nd	U
	3rd	A
✓	4th	R

Name of Office: ODAHRD

Head of Office: Dr. Lourdes B. Cano

Number of Personnel: Six (6)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring status of action re: CAP	Nov 14, 2019	Nov 14, 2019 L. Alceban L. Jayman M. F. Gayanilo J. Ande M. R. Miraflores M. dela Torre			Each staff was given instructions for additional documents to produce in preparation for the following day's stage 1 audit
Coaching					

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

Conducted by:

LOURDES B. CANO  
Immediate Supervisor

Noted by:

REMBERTO A. PATINDOL  
Next Higher Supervisor ✓ 2

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JENERFER B. JAYME  
Performance Rating: 4.8

Aim: To equip knowledge and skills needed in the current positions as well as higher responsibilities in the future.

Proposed Interventions to Improve Performance:

Date: January 2019 Target Date: December 2019

First Step: Recommend her for any scholarship to pursue graduate courses specifically involves management.

Result: Enroll in Masters in Management at VSU 1<sup>st</sup> semester 2019-2020

Date: \_\_\_\_\_ Target Date: August 2019

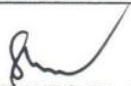
Next Step: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Outcome: \_\_\_\_\_

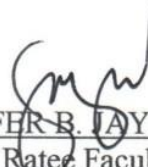
Final Step/Recommendation:

Send her to attend formal training related to her current position in the office.

Prepared by:

  
LOURDES B. CANO  
Unit Head

Conforme:

  
JENERFER B. JAYME  
Name of Ratee Faculty/Staff

TRACKING TOOL FOR MONITORING TARGETS

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

	financial/ administrative documents acted within time frame	RMiraflor						
	<b>PI. 14</b> No. of linkages with external agencies maintained	LBCano, T. Quiñanola, A. Sevilla, J. Ando, MGayanilo, LGAcober, & JBJayme						
	<b>PI.15</b> 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
	<b>PI.16</b> 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
<b>ODAHRD MFO 7: PRIME-HRM compliant Recruitment, Selection &amp; Placement</b>	<b>PI. 17</b> 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	
	<b>PI.18</b> 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							
	<b>PI.19</b> 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
	<b>PI.20</b> 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
<b>ODAHRD MFO 8: PRIME-HRM compliant Performance Management System services</b>	<b>PI. 21</b> 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
	<b>PI. 22</b> Number of teaching effectiveness evaluation of faculty/subjects administered	MLGayanilo	After midterm					completed
<b>ODAHRD MFO 9: PRIME-HRM aligned Learning and Development Services</b>	<b>PI. 23</b> 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							
	<b>PI.24</b> 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
	<b>PI. 25</b> 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
	<b>PI. 26</b> 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
<b>ODAHRD MFO 10: PRIME-HRM Aligned Rewards &amp; Recognition Services</b>	<b>PI. 27</b> 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							
	<b>PI 28</b> 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
	<b>PI. 29</b> Percentage implementation of university and loyalty awards	ODAHRD, PRPEO	September 2019	x	x	x	x	completed
<b>ODAHRD MFO 11: Innovations &amp; new Best Practices Development Services</b>	<b>PI. 30.</b> Number of new HR systems/innovations introduced and implemented	LB. Cano, H. S. Colis, A. Sevilla	July-December 2019				x	complied
-	<b>PI. 31.</b> 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
-	<b>PI. 32.</b> Number of best practices introduced and implemented	L. Cano	July-December 2019	x	x	x	x	Target met
-	<b>PI 33</b> Number of required mandatory operations manual prepared and submitted	LBCano	July-December 2019	x	x	x	x	Target met
-	<b>PI. 36.</b> Percentage operationalization of HRIS on RSP	LBCano	July-December 2019					RSP program launched as targeted

	<b>PI. 37</b> 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