

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION
July-December 2017

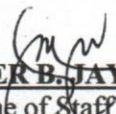
Name of Administrative Staff: JENEFER B. JAYME

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.92	70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.76	30%	1.43
TOTAL NUMERICAL RATING			4.87

TOTAL NUMERICAL RATING: 4.87
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.87

ADJECTIVAL RATING: 0

Prepared by:


JENEFER B. JAYME
Name of Staff

Reviewed by:


ATTY. RYSAN C. GUINDOR
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

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, 2017-December 31, 2017

JENEFER B. JAYME
RATER

Approved: ATTY. RYSSAN C. GUINOCOR
Head, Legal Office

MFOs/PAFs	Success Indicator	Tasks Assigned	Target JUL- DEC 2017	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		5	5	5	5	
		T1.a. Monitors office request and facilitates reports preparations and submission one week before due dates	no complaint	no complaint		5	5	4	4.67	
	A2. Legal opinions/ comments preparation	T2: Facilitated issuance of legal opinions/ rulings/comments by the Legal Officer	30	45		5	5	5	5	
	A.3: Counselling/ consultancy services	T3: Assist the Head of Office in extending counselling and/or consultancy services to faculty , staff and students.	30	40		5	5	5	5	1
	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	2	3		5	5	5	5	

		T4.a. Scheduled committee meetings/investigations and sent notices/communications to concerne staff/persons involved in admin. Cases/reports.	20	20		5	5	5	5	
Legal Office MFO 2: Legal Documents Preparations										
PI 2: Efficient preparation of legal documents	A.6 Review/ Notarization of legal documents	T6: Percentage of prepared the annexes of the appeals/ memorandum within the time frame whenever applicable	100%	100%		5	5	5	5	
		T6. a : Prepared/ encoded affidavits, contracts , agreements , Certificate of No Pending Case and other legal documents and facilitated its notarization by the Legal Officer.	300	425		5	5	5	5	
		T6. b: Facilitated the review / correction/ release of MOA's and other legal documents by the Legal Officer.	60	127		5	5	5	5	
Legal Office MFO 3: Legal information/dissemination services										
PI 3: Conduct of trainings/lectures/orientati on seminars	A7. Lectures/seminars conducted/facilitated	T7: Coordinated with ODAHRD and VSU External Campuses for scheduling of lectures/seminars to be conducted by the Legal Officer.	1	1		5	5	4	4	67

Legal Office MFO 4: Land management & monitoring services									
PI 4: Settlement of land problems	A8. Invites squatters/complainant for verification/settlement	T8: Scheduled meetings and send notices to concerned squaters.	2	7	5	5	5	5	5
		T8. a: Maintains files of documents/supporting papers for application for special patent.	1	1	5	5	4	4.67	
Legal Office MFO 5: Implementation of Anti-Red Tape Law									
PI 5: Evaluation of complaints dropped at suggestion boxes	A9. Suggestion boxes monitored/evaluated	T9: Sort the complaints/comments by unit/office and prepares communications address to concerned department/unit heads concerned to verify what actions done on the complaint/comments	3	3	5	5	5	5	
Total Over-all Rating									
Average Rating :									
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING								4.92	
ADJECTIVAL RATING								0	

Received by:	TERESITA Q. QUIÑANOLA PRPEO	Calibrated by:	REMBERTO A. PATINDOL PMT	Recommending Approval:	FRANCISCO G. GABUNADA JR. Executive Assistant	Approved by:	EDGARDO E. TULIN President	Comments & Recommendations for Development Purposes:
Date:		Date:		Date:		Date:		
Legend:	1 - Quality	2 - Efficiency	3 - Timeliness	4 - Average				

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2017

Name of Staff: JENEFER 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	(5)	4	3	2	1

improvement of his work accomplishment					
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 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	23				
Average Score	4.76				

Overall recommendation : _____


ATTY. RYSAN C. GUINOCOR
Name of Head