



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.92	70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.88	30%	1.46
TOTAL NUMERICAL RATING			4.90

TOTAL NUMERICAL RATING: 4.90

Add: Additional Approved Points, if any: 0

TOTAL NUMERICAL RATING: 4.90

FINAL NUMERICAL RATING 4.90

ADJECTIVAL RATING:

Prepared by:

Reviewed by:

JENNIFER E. ANDO
Name of Staff

HONEY SOFIA V. COLIS
Director, HRMO

Approved:

EDGARDO E. TULIN
OIC-Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JENNIFER E. ANDO, of Recruitment, Selection, Placement and Personnel Records Office commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 17, 2023 to December 31 2023.

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JENNIFER E. ANDO
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Approved:


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HONEY SOFIA V. COLIS
 HRMO
 24 JAN 2024

GASSs/PAPs	Success Indicators	Task Assigned	Target (July-December 2023)	Actual Accomplishments July-December 2023	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 5: Support to Operations (STO)									
VPAF STO 1: ISO 9001:2015 Aligned Documents									
HRMO STO 1: ISO 9001:2015 Aligned Documents									
	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	Provides better customer service experience to all clients.	95% of clients rated services as very satisfactory or higher	95%	5	5	5	5	
	PI 2. Number of quality procedures prepared/maintained that are aligned and compliant to ISO 9001:2015 standard	Revises/updates 2 quality procedures for RSP; 2 QP for L&D	2 for L&D, 2 for RSP	2	5	5	4	4.67	
	PI 2. Percentage compliance of HRM practices to ISO 9001:2015 standards	compliance with HRM practices to ISO 9001:2015	100% compliant	100%	5	5	5	5	
	PI 3. Percentage implementation of all administrative and HR processes in accordance with existing approved quality procedures	Implements all adm. & ISO aligned HR processes	100% processes implemented according to QP	100%	5	5	5	5	
	PI 4. Number of Reports submitted to CSC, Ombudsman, DBM, PASUC, CHED, QAC and other regulatory bodies	Reviews and finalizes reports submitted to regulatory NGAs	100% accomplishment	100%	5	5	5	5	
	PI 5. Percentage of ISO evidences compliant with existing HRM quality procedures kept intact and readily available to Auditor	Supervises dDRC in record keeping of ISO evidences	100% ISO compliant evidences	100%	5	5	5	5	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
HRMO STO 3: ARTA aligned frontline services									
	PI 1. Efficient & customer friendly frontline service	Attends to queries and consultation on HR matters	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5	
VPAF STO 4: Innovations & Best Practices									
HRMO STO 4: Innovations & Best Practices									
	PI 1. Number of HR new system/ innovations/proposal to be developed	Proposes innovations/revisions on HR systems	1	NA	NA	NA	NA	NA	

GASSs/PAPs	Success Indicators	Task Assigned	Target (July-December 2023)	Actual Accomplishments July-December 2023	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 2. Percentage implementation of RSP processes using the HRIS	Review implementation of RSP on the HRIS	100% RSP	100%	5	5	5	5	
	PI 3. Percentage L&D Module for HRIS	To gather data on the L & D to be implemented in coordination with HRMIS	25%	NA	NA	NA	NA	NA	
UMFO 6: General Administrative and Support Services (GASS)									
VPAF GASS 1: Administrative and Support Services Management									
HRMO GASS 1: Administrative and Support Services Management									
	PI 1. Number of administrative requests/ documents acted within time frame	Reviews and acts on administrative requests/documents within time frame	100% accomplishment	100% accomplishment	5	5	5	5	
	PI 2. No. of staff supervised, monitored and coordinated	Provide direction, guidance, track the progress and facilitate for effective and efficient services delivered	5	5	5	5	5	5	
	PI 3. No. of council/board/ committee assignments served/functions performed	Serves and performs functions designated as committee secretariat/member	4	4	5	5	5	5	
HRMO GASS 2: Efficient and effective Human Resource Management and Development									
	PI 1. Percentage compliance on PRIME-HRM Level II Standards, Policies & Practices	Review/monitor compliance on PRIME HRM Level II Standards, Policies & Practices	100% compliant	100% compliant	5	5	5	5	
HRMO GASS 2.1: Effective and efficient implementation of the Recruitment, Selection and Placement and Personnel Records System and Processes									
	PI 1. Percentage of validated and approved appointments by CSC	Reviews and monitors publications and announcements of vacancies	100% (200)	100%	5	5	5	5	
	PI 2. Number of vacant administrative positions with applicants profile prepared, applicants screened, interviewed/evaluated and comparative assessments prepared	Reviews applicants' profile for administrative positions, screens, evaluates and prepares comparative assessments	15 positions and 60 applicants profile prepared, applicants screened, interviewed/evaluated, and comparative assessments prepared	15 positions and 85 applicants	5	5	5	5	
	PI 3. Percentage of ranking of applicants and recommendation to faculty positions submitted to APB for review and final action by the President	Reviews and presents ranking of faculty applicants from DPC for APB evaluation and final action by the President	100% ranking and recommendations for faculty positions	100% accomplishment	5	5	5	5	
	PI 4. Number of hired personnel processed via HRIS and for submission to CSC with zero invalidation and JO contracts reviewed	Reviews and processed hired personnel via HRIS and signs JO contracts	20 regular admin staff 750 JO contracts	10 regular and 792 JO Contracts	5	5	4	4.67	


GASSs/PAPs	Success Indicators	Task Assigned	Target (July-December 2023)	Actual Accomplishments July-December 2023	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 5. Number Minutes of Meetings prepared/attended	Review/schedule/attend meetings for HR related matters	20 meetings for HR related matters	20 APB and NAPB Meetings	5	5	4	4.67	
ODHRM GASS 2.2: Efficient and effective implementation of the University L&D Systems and Processes									
	PI 1. No. of In-house L&D activities planned, implemented/facilitated and conducted	Coordinates/or facilitates in the conduct of in-house trainings/webinar and workshops	5	5	5	5	4	4.67	
	PI.2 No. of training/webinar designs prepared and developed	Formulates Design/proposals for trainings/webinars	3	3	5	5	4	4.67	
	PI.3 No. of training/seminar/workshop reports/highlights prepared	Prepares training/seminar/highlights from the L&D conducted activities	3	3	5	5	5	5	
ODAHRD MFO 12: Other Functions	PI.1 Number of HR activities or other functions assigned by superior	Secretariat/representative in behalf of the Director, HRMO during her official functions outside the university and personal leave	3	3	5	5	5	5	
		Total Over-all Rating	102.69	Comments & Recommendations for Development Purpose: To attend Supervisory and CSC related trainings/workshops					
		Average Rating	4.92						
		Adjectival Rating	O						

Evaluated & Rated by:


HONEY SOFIA V. COLIS
 Director, HRMO


Date: 24 JAN 2024

Recommending Approval by:


HONEY SOFIA V. COLIS
 Director, HRMO

Date: 24 JAN 2024

Approved by:


EDGARDO E. TULIN
 OIC-VP for Admin & Finance

Date: 24 JAN 2024



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July-December 2023**

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	5	4	3	2	1

improvement of his work accomplishment						
12. Willing to be trained and developed	5	4	3	2	1	
Total Score	20					
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	4.88					

Overall recommendation : May consider further studies.


 24 JAN 2024
HONEY SOFIA V. COLIS
 Director, HRMO

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
	3rd	
	4th	

Name of Office: RSPPRO

Head of Office: HONEY SOFIA V. COLIS


Number of Personnel:


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	✓	Dec. 18, 2023 (RSPPRO Staff Meeting)			Monitoring & review of duties and responsibilities of RSPPRO personnel on RSP module
Coaching	✓				

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

Conducted by:

Noted by:

 24 JAN 2024
HONEY SOFIA V. COLIS
Director, HRMO

 24 JAN 2024
EDGARDO E. TULIN
OIC-VP for Admin. and Finance

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JENNIFER E. ANDO

Performance Rating: July 17-December 31, 2023

Aim: Enhance RSP Competency

Proposed Interventions to Improve Performance:

Date: July 17, 2023

Target Date: December 31, 2023

First Step:

Attend related trainings on the CSC policies specifically on RSP

Result:

Enhanced RSP competency

Date: July 17, 2023

Target Date: December 31, 2023

Next Step:

Send to supervisory and CSC related trainings

Outcome: _____

Final Step/Recommendation:

Consider pursuing PhD Degree in Human Resource Management

Prepared by:

JENNIFER E. ANDO
Unit Head

Conforme:

HONEY SOFIA V. COLIS
Name of Ratee Faculty/Staff