



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	4.92	70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.92

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING

4.92

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

JENEFER B. JAYME

Name of Staff

MIRIAM M. DE LA TORRE

Department/Office Head

Recommending Approval:

HONEY SOFIA V. COLIS

Dean/Director

Approved:

DANIEL LESLIE S. TAN

Vice President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Jenefer B. Jayme, of the Recruitment, Selection, Placement and Personnel Records 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 January- December 2023

 05 JUL 2023
JENEFER B. JAYME
 Ratee

Approved:

 21 JUL 2023
MIRIAM M. DE LA TORRE
 OIC Head, RSPPRO

MFOs/PAFs	Success Indicator	Tasks Assigned	Target Jan.- December 2023	January -June 2023		Rating				Remarks
				Actual Accomplishment	Percentage	Q ¹	E ²	T ³	A ⁴	
UMFO5. SUPPORT TO OPERATIONS										
OVPAF MFO 1: ISO aligned management and administrative support services										
HRMO MFO 1: Administrative and 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 percent complaint from clients served	Zero percent complaint from clients served	100%	5	5	5	5.00	
	Monitors supplies needed for the office.	Preparation of PPMP, purchase request for supplies needed at the ODAHRD & other financial docs.	1 PPMP and 2 purchase request	1 PPMP and 2 purchase request	100%	5	5	5	5.00	


HRMO MFO 2:IMPLEMENTATION OF THE RECRUITMENT, SELECTION AND PLACEMENT SYSTEM

PI. 5 Percentage of screening and evaluation of applicants to vacant positions processed in accordance with the Merit System and appointment of selected employees processed and approved without invalidation by CSC	Number of staff with expired appointments	Prepares and Releases notice of expiration of appointments to dept./centers concern	100 reg. staff/casual / contractual notified for renewal	162 reg. staff/casual / contractual notified for renewal	100%	5	5	5	5.00	Faculty- 96 Casual- 44 Contractual- 22
	Number of staff submit requirments for appointments	Reviews and check supporting documents for appointments	100% of regular/casual/co ntractual appts and partimers contract 1 day from receipt	100% of regular/casual/ contractual appts 1 day from receipt	100%	5	5	5	5.00	
	No. of publications of administrative vacancies submitted to CSC and vacancy announcements for faculty positions prepared & posted in bulletin boards, website & social media	Drafts request for publication of vacant administrative positions for submission to CSC	25 publications	70 publications drafted	100%	5	5	5	5.00	
		Reproduces copies of the vacancy announcements for posting to bulletin boards, website & social media	75 publications	256 copies	100%	5	5	4	4.67	64 publications
		Emails the approved publication of vacant to CSC for posting on CSC Websites	15 publications	64 publications	100%	5	5	5	5.00	

		Publish approved publication of vacant positions to HRIS for posting at jobs.edu.ph	15 publications	64 publications	100%	5	5	4	4.67	
		Receives recommendations/APB/NAPB minutes for issuance of appointments and contracts	15 from APB /NAPB minutes	42 Minutes	100%	5	5	5	5.00	APB- 16 NAPB-26
PI.7 Number of RSP documents generated from the system		Prepares appointments for regular staff using the HRIS system	10 appointments processed without invalidation	44 appointments generated from HRIS	100%	5	5	4	4.67	
		Prepares appointments for casual/contractual/regular staff	250 appointments processed without invalidation	164 appointments	100%	5	5	5	5.00	
		Reviews appointment from external campuses if in order	100% of all appointments from external campuses reviewed	100% of all appointments from external campuses reviewed	100%	5	5	5	5.00	
		Prepares Reports of Appointment Issued	20 RAI prepared ;	42 RAI prepared	100%	5	5	5	5.00	


		Process report for signatories and approval.	60 pages of RAI with 200 employees	126 copies	100%	5	5	5	5.00	
		Process appointment pursuant to ORAOHRA guidelines	100% validation	100% validation	100%	5	5	5	5.00	
		Releases appointments for Records 201 file thru PRPEO	100%	100%	100%	5	5	4	4.67	
		Do other task assigned by the head/supervisor within time frame	100% of the task assigned by the head/supervisor was complied	100% of the task assigned by the head/supervisor was complied	100%	5	5	5	5.00	
Total Over-all Rating									4.92	
Average Rating :									4.92	
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING									4.92	
ADJECTIVAL RATING									0	

Evaluated & Rated by:



MIRIAM M. DE LA TORRE
 OIC Head, RSPPRO
 Date: 21 JUL 2023

Legend: 1 - Quality

Approved by:


HONEY SOFIA V. COLIS
 Director, HRMO
 Date: 21 JUL 2023

2 - Efficiency


DANIEL LESLIE S. TAN
 VP for Admin & Finance
 Date: 21 JUL 2023

3- Timeliness

4 - Average

Comments & Recommendations for Development Purposes:

*For Promotion!
 Capable to handle higher and/or 2nd level position.*



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1, 2023 to June 30, 2023

Name of Staff: Jenefer B. Jayme

Position: Administrative Aide IV

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
Score	Total 59				
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	59/12				
Average Score	4.92				

Overall recommendation : Due for promotion to 2nd level position

 21 JUL 2023
MIRIAM M. DE LA TORRE
 OIC – Head, RSPPRO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Jenefer B. Jayme

Performance Rating: January 1, 2023 – June 30, 2023

Aim: Enhanced knowledge & skills related to recruitment, selection & placement of employees

Proposed Interventions to Improve Performance: Attendance to trainings /S-W/Conventions

Date: January 1, 2023

Target Date: June 30, 2023

First Step:

Keep track on CSC updates on ORA-OHRA

Result: No invalidation of appointments.

Date: January 1, 2023

Target Date: June 30, 2023

Next Step:

Outcome: Assertive & decisive in terms of appointment issues, would even suggest ways for the betterment of office operations.

Final Step/Recommendation:

Should consider finishing graduate studies. Has the capability to handle 2nd level position.

Prepared by:

MIRIAM M. DE LA TORRE

Unit Head

Conforme:

JENEFER B. JAYME

Name of Ratee Faculty/Staff