



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	4.83	70%	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.86

TOTAL NUMERICAL RATING: 4.86

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.86

FINAL NUMERICAL RATING 4.86

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

JENEFER B. JAYME
Name of Staff

Reviewed by:

JENNIFER E. ANDO
OIC, Head, RSPPRO

Recommending Approval:

HONEY SOFIA V. COLIS
OIC Director, ODHRM


Approved:


DANIEL LESLIE S. TAN
Vice President

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 targets in accordance with the indicated measures for the period July 1- December 31, 2021

Approved:


JENEFER B. JAYME
 Ratee


JENNIFER E. ANDO
 OIC Head, RSPPRO


MFOs/PAFs	Success Indicator	Tasks Assigned	Target July-Dec. 2021	Accomplishment		Rating				Remarks
				Actual Accomplishment	Percentage	Q ¹	E ²	T ³	A ⁴	
UMFO5. SUPPORT TO OPERATIONS				Actual Accomplishment	Percentage					
OVPAF MFO 1: ISO aligned management and administrative support services										
ODHRM MFO 1: Administrative and support services Management										
PI. 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.	1 purchase request	4 Purchase Request	400%	5	5	5	5.00	
PI. 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	5.00	

ODHRM MFO 2:IMPLEMENTATION OF THE RECRUITMENT, SELECTION AND PLACEMENT SYSTEM										
PI. 6 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	120 Faculty, Casual , Contractual notified for renewal	66- Faculty Reg-Temporary; 67- Casual/Contractual	138.33%	4	5	5	4.67	
	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% reviews and check supporting documents	100%	5	5	5	5.00	625 supporting documents checked and reviewed
	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	10 publications	46 publications of vacant administrative positions was drafted	980%	4	5	5	4.67	
		Reproduces copies of the vacancy announcements for posting to bulletin boards, website & social media	50 publications	184 copies reproduces for posting at bulletin boards	450%	5	5	5	5.00	
		Emails the approved publication of vacant to CSC for posting on CSC Websites	10 publications	46 approved publication emailed at CSC for posting at CSC Websites	450%	5	5	5	5.00	

		Publish approved publication of vacant positions to HRIS for posting at jobs.edu.ph	10 publications	46 approved publication published at HRIS for posting at jobs.edu.ph	450%	5	5	5	5.00	
	Number of appointments processed and Reports of Appointments Issued (RAI) submitted to CSC with zero invalidation and JO contracts reviewed	Receives recommendations/APB/NA PB minutes for issuance of appointments and contracts	10 from APB /NAPB minutes	15 APB/NAPB minutes received	150.00%	5	5	5	5.00	
		Prepares appointments for casual/contractual/regular staff	200 appointments processed without invalidation	282 appointments processed without invalidation	112%	4	5	5	4.67	
		reviews appointment from external campuses if in order	100% of all appointments from external campuses reviewed	100% reviews and check supporting documents	100%	5	4	5	4.67	
		Prepares Reports of Appointment Issued	15 RAI prepared	78 RAI prepared	266.67%	5	5	5	5.00	
		Draft and process RAI for signatories and approval.	45 pages of RAI with 200 employees	234 pages printed and process	333.33%	5	5	5	5.00	

		Process appointment pursuant to ORAOHRA guidelines	100% validation	100% validated	100.00%	5	5	4	4.67	282 appointments process
		Releases appointments for Records 201 file thru PRPEO	100%	100%	100.00%	4	5	4	4.33	
ODHRM MFO 3: PRIME-HRM aligned Learning and Development Services										
PL13 Number of In-house seminar workshops/ skills trainings/orientations conducted/facilitated	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	2 list of faculty/staff prepared	3 list prepared	150.00%	4	5	5	4.67	
Total Over-all Rating									77.33	
Average Rating :										
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING									4.8331	
ADJECTIVAL RATING									0	

Evaluated & Rated by:


JENNIFER E. ANDO
 OIC Head, RSPPRO

Date: _____

Approved by:


DANIEL LESLIE S. TAN
 VP for Admin & Finance

Date: _____

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

Comments & Recommendations for Development Purposes:

Pursue MS Degree



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July –December 2021

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 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					59
Average Score					4.92

Overall recommendation :

Attend HR related training



JENNIFER E. ANDO

Printed Name and Signature
Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: OHRSPPR-ODHRM


Head of Office: JENNIFER E. ANDO

Number of Personnel:


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Coaching		July 21, 2021 (6 th ODHRM Meeting)			ODHRM Mid-year review of targets and accomplishments

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

Conducted by:


HONEY SOFIA V. COLIS
OIC-Director, ODHRM

Noted by:


DANIEL LESLIE S. TAN
VP for Admin. and Finance

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JENEFER B. JAYME
Performance Rating: January 1 to December 31, 2021

Aim: Further enhance HR Competencies

Proposed Interventions to Improve Performance:

Date: January 1, 2021 Target Date: December 31, 2021

First Step:

Send to various HR related trainings and updates on CSC policies

Result:

Enhance HR competences

Date: January 1, 2021 Target Date: December 31, 2021

Next Step:

Send to attend management related trainings assign as secretary to one of
The HR committee

Outcome:

Final Step/Recommendation:

Pursue her masteral degree in management

Prepared by:


JENNIFER E. ANDO
OIC Head, RSPPRO

Conforme:


JENEFER B. JAYME