

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: JENEFER B. JAYME

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.89	70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.87

TOTAL NUMERICAL RATING: 4.87

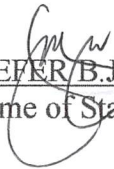
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:


FINAL NUMERICAL RATING 4.87

ADJECTIVAL RATING: 0

Prepared by:


JENEFER B. JAYME
Name of Staff

Reviewed by:


ATTY. RYSAN C. GUINOCOR
Department/Office Head

Recommending Approval:


FRANCISCO G. GABUNADA JR.
Executive Assistant

Approved:



EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, JENERFER 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 January 31, 2018 to June 30, 2018


JENERFER B. JAYME
 RATEE

Approved:


ATTY. RYSAN C. GUINOCOR
 Head, Legal Office

MFOs/PAFs	Success Indicator	Tasks Assigned	Target Jan.- Jun 2018	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	5	5	
	A2. Legal opinions/ comments preparation	T2: Facilitated issuance of legal opinions/ rulings/comments by the Legal Officer	5	5		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	48		5	5	5	5	
	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	1	2		5	5	5	5	

		T4.a. Scheduled committee meetings/investigations and sent notices/communications to concerne staff/persons involved in admin. Cases/reports.	20	25		5	5	5	5	
		T5:Facilitated violations of provisions of MOA/contacts for Legal officer's action	5	5		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 , aggrements , Certificate of No Pending Case and other legal documents and facilitated its notarization by the Legal Officer.	500	871		5	5	5	5	
		Facilitated legal documents (SALN, CSC Form re: no pending case , etc)	200	825						
		T6. b: Facilitated the review / correction/ release of MOA's and other legal documents by the Legal Officer.	100	205		5	5	5	5	


Legal Office MFO 3: Legal information/dissemination services

PI 3: Conduct of trainings/lectures/orientation 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.	3	4		5	5	5	5	
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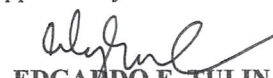
Legal Office MFO 4: Land management & monitoring services

PI 4: Settlement of land problems	A8. Invites squatters/complainant for verification/settlement	T8: Scheduled meetings and send notices to concerned squatters.	3	6		5	5	5	5	
		T8. a: Maintains files of documents/supporting papers for application for special patent.	1	1		5	5	5	5	
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	2	0		5	5	4	4	
Total Over-all Rating						4				
Average Rating :						0.27	0	0	0	
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING						4.93	4.9	4.87	4.89	
ADJECTIVAL RATING						O	O	O	O	

Evaluated and Rated by:


RYSAN C. GUINOCOR
Head, Legal Office

Approved by:


EDGARDO E. TULIN
President

Date: _____

Date: _____

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

Comments & Recommendations for Development Purposes:

Recommends to attend meeting on how to conduct investigation.

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY- JUNE 2018

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 improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score		58	4.23			
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	5	4	3	2	1

office/department aligned to that of the overall plans of the university.					
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 : _____



RYSAN O. GUINOCOR
Name of Head

Exhibit I

PERFORMANCE MONITORING FORMName of Employee: **JENERFER 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	Entertains clients' needs promptly, efficiently and effectively	No complaint	Jan. 3, 2018	June 30, 2018	June 30, 2018	very impressive	Outstanding	
2	Monitors office request and facilitates reports preparations and submission one week before due dates	No complaint	Jan. 3, 2018	June 30, 2018	June 30, 2018	very impressive	Outstanding	
3	Facilitated issuance of legal opinions/ rulings/comments by the Legal Officer	5	Jan. 3, 2018	June 30, 2018	June 30, 2018		very satisfactory	
4	Assist the Head of Office in extending counseling and/or consultancy services to faculty, staff and students.	30	Jan. 3, 2018	June 30, 2018	June 22, 2018	impressive	very satisfactory	
5	Assists in the preparation of reports/ resolution/ recommendation of cases within 30 days from the day the case is submitted for resolution	1	Jan. 3, 2018	June 30, 2018	June 30, 2018	needs improvement	very satisfactory	
6	Facilitated violations of provisions of MOA/contacts for Legal officer's action	20	Jan. 3, 2018	June 30, 2018	June 29, 2018	impressive	very satisfactory	
7	Percentage of prepared the annexes of the appeals/ memorandum within the time frame whenever applicable	100%	Jan. 3, 2018	June 30, 2018	June 30, 2018	impressive	very satisfactory	
8	Prepared/ encoded affidavits, contracts, agreements, Certificate of No Pending Case and other legal documents and facilitated its notarization by the Legal Officer.	500	Jan. 3, 2018	June 30, 2018	June 25, 2018	very impressive	Outstanding	
9	Facilitated legal documents (SALN, CSC Form re: no pending case , etc)	200	Jan. 3, 2018	June 30, 2018	June 27, 2018	very impressive	Outstanding	

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
10	Facilitated the review / correction/ release of MOA's and other legal documents by the Legal Officer.	100	Jan. 3, 2018	June 30, 2018	June 29, 2018	impressive	very satisfactory	
11	Coordinated with ODAHRD and VSU External Campuses for scheduling of lectures/seminars to be conducted by the Legal Officer.	3	Jan. 3, 2018	June 30, 2018	March 9, 2018	impressive	very satisfactory	
12	Scheduled meetings and send notices to concerned squatters.	3	Jan. 3, 2018	June 30, 2018	May 28, 2018	impressive	very satisfactory	
13	Maintains files of documents/supporting papers for application for special patent.	1	Jan. 3, 2018	June 30, 2018	June 30, 2018	impressive	very satisfactory	
14	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	2	Jan. 3, 2018	June 30, 2018	June 30, 2018	impressive	very satisfactory	

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

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

Prepared by:


ATTY. RYSAN C. GUINOCOR
 Immediate Supervisor

EMPLOYEE DEVELOPMENT PLAN

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

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: _____ Target Date: December 2018

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

Result: None yet because she is not yet started/enrolled in any graduate courses.

Date: _____ Target Date: _____

Next Step:

Outcome: None yet because she is still new regular employee of the office.

Final Step/Recommendation:

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

Prepared by:


ATTY. RYSAN C. GUINOCOR
Unit Head

Conforme:


JENERFER B. JAYME
Ratee