

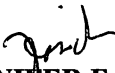
COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION
January to June 2018

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.76	70%	3.332
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.78

TOTAL NUMERICAL RATING: 4.78
 Add: Additional Approved Points, if any: _____
 TOTAL NUMERICAL RATING: _____
 ADJECTIVAL RATING: 0

Prepared by:


JENNIFER E. ANDO
 Name of Staff

Reviewed by:


LOURDES B. CANO
 Department/Office Head

Recommending Approval:



LOURDES B. CANO
 Director, ODAHRD

Approved:


REMBERTO A. PATINDOL
 Chairman, PMT

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JENNIFER E. ANDO, of the Office of the Director 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, 2018 to December 31, 2018.


JENNIFER E. ANDO
Ratee


LOURDES B. CANO
Rater

MFO/PAPS	Success Indicators	Task Assigned	Target July - December 2018	Accomplishments		Rating				Remarks
				Actual Accomplishment	Percentage	Q ¹	E ²	T ³	A ⁴	
UMFO 6: General Administration and Support Services										
OVPAF MFO 1: Human Resource Management & Development										
ODAHRD MFO 1. Administrative & Support Services Management										
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 complaint from client served	Zero complaint from client served	100%	5	5	5	5	
ODAHRD MFO 4: Learning and Development Services										
In-house trainings, workshops and other HR interventions conducted/facilitated/document ed	No. of in-house trainings/HR interventions/ faculty and staff reviews conducted/facilitated	Coordinates/or facilitates in the conduct of in-house trainings./seminars/worksho ps	14 in-house trainings/ HR interventions to be conducted, 600 participants	29 in house trainings, 2010 participants	207.00%	5	5	5	5	
	No. of certificates distributed	Designs/layouts/reproduces certificates to be distributed to participants	600	1398	233.00%	5	5	4	4.67	
Trainings Designs	No. of training designs prepared and developed	Formulates Designs for in-house trainings	12	12	100.00%	4	4	4	4.00	
Evaluations	No. of trainings evaluated	Gather Feedback and prepares evaluation reports from the trainings	14	24	171.00%	5	5	4	4.67	
	Activity Proposals	Drafts/Finalizes Activity Proposal	14	14	100.00%	5	4	4	4.33	
ODAHRD MFO 8: Human Resource Management Accreditation Services										

Areas readied for submission to assessment under level 2 reaccredited maturity status	Number of PRIME-HRM prepared for assessment for level 2	Assists and Complies with remaining requirements for qualification to level 2 reaccredited maturity status	1 area in preparation for CSC assesement	1 area in preparation for CSC assesement	100.00%	5	5	5	5.00	
ODAHRD MFO 10: Other Functions										
	Secretariat	Attends meeting and Prepares minutes of meetings	5	8	160.00%	5	5	5	5.00	
	As OIC to the Director for Administration and Human Resource Development during her official functions outside the university and personal leave	Signs Vouchers and other documents, attends meetings on her behalf	6	6%	100.00%	5	5	5	5.00	
	Other tasks perfomed assigned by superior	Acts on requests as Master of Ceremony/ documentor/facilitator and other related activities assigned by superiors	6	25	416.00%	5	5	5	5.00	
Average Rating (Total Over-all rating devided by 36)										
Additional Points:				4.76	Comments & Recommendations for Development Purpose: <i>And advanced training in human resource management.</i>					
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING										
ADJECTIVAL RATING				4.76						

Received by:

Planning Office

Date: _____

Calibrated by:


REMBERTO A. PATINDOL

PMT

Date: _____

Recommending Approval:


REMBERTO A. PATINDOL

Vice President

Date: _____

Approved by:


EDGARDO E. TULIN

President

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2018

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 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		58			
Average Score		4.83			

Overall recommendation : _____


LOURDES B. CANO
 Name of Head

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: ODAHRD


Head of Office: LOURDES B. CANO

Number of Personnel: Jennifer E. Ando

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
July 10, 2018		Staff meeting			Come up with L & d training report
Coaching					

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

Conducted by:


LOURDES B. CANO
 Immediate Supervisor

Noted by:


REMBERTO A. PATINDOL
 Next Higher Supervisor

PERFORMANCE MONITORING FORM
July-December 2018

Name of Employee: **Jennifer E. Ando**

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	Prepares communications for the training, coordinates/facilitate venue and training preparations	Communications prepared and all preparations made	After approval of training design	A week before training	A week before training	Very Impressive	O	All trainings conducted were successfully facilitated/coordinated
2	Designs/layouts/reproduces certificates to be distributed to participants	Certificates laid out & certificate to participants distributed	before training	2 weeks after training	Within the prescribed time frame	Very Impressive	O	
3	Formulates Trainings Designs from data gathered from TNA and feedback/ recommendation in the IPCR & student evaluation of faculty	Approved training design	After ascertaining the training needs	2 weeks after	Within 2 weeks	Very Impressive	O	
4	Gathered, prepared documents and ready for review and display at HR Accreditation Center	2 HR area prepared and ready for level 2 assessment	1 st week of December	End of December	Before end of December	Very Impressive	O	Positive result of the on-site assessment
5	Attends meeting and Prepares minutes of meetings	3 meetings attended	A day before meeting	On the day of meeting and the minutes 3 days after	On the day of meeting and the minutes 2 days after	Very impressive	O	
6	Signs Vouchers and other documents, attends meetings on her behalf	Signed vouchers & represent Head during meetings	Date as OIC	On the dates as OIC	On the dates as OIC	Very impressive	O	
7	Acts on requests as Master of Ceremony/	Acted as Emcee per request	Date of	On the day of	Acted as	Very	O	

documentor/facilitator and other related activities assigned by superiors		request	the activity	emcee on the day of activity	impressive		
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* Either very impressive, impressive, needs improvement, poor, very poor
 ** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


LOURDES B. CANO
 Director, ODAHRD