



**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	4.9	70%	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.9	30%	1.47
<b>TOTAL NUMERICAL RATING</b>			<b>4.90</b>

TOTAL NUMERICAL RATING: 4.90

Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING: 4.90

FINAL NUMERICAL RATING 4.90

ADJECTIVAL RATING: 0

Prepared by:

**JENEFER B. JAYME**  
Name of Staff

24 JAN 2024

Reviewed by:

**JENNIFER E. ANDO**  
Head, RSPPRO

24 JAN 2024

Recommending Approval:

**HONEY SOFIA V. COLIS**  
Director, HRMO

24 JAN 2024

Approved:

**EDGARDO E. TULIN**  
OIC- VP for Admin & Finance

1/24/2024

### 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

  
**JENEFER B. JAYME**  
Ratee

Approved:

  
**JENNIFER E. ANDO**  
Head, RSPPRO

MFOs/PAFs	Success Indicator	Tasks Assigned	Target Jan.- December 2023	July-December 2023		Rating				Remarks
				Actual Accomplishment	Percentage	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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	
		Prepare budgetary requirements of VSU personnel for submission to VSU Budget Office/DBM	1 BP 204 1 Form D Budget Proposal	1 - For CNA & SRI	100%	4	5	5	4.67	From Sept. - Dec. 2023

		Prepare/submit required reports by CHEDRO8, Ombudsman, PASUC and VSU Offices	50 various reports to be submitted to CHEDRO8, Ombudsman, PASUC and VSU Offices within timeframe	45 various reports to be submitted to CHEDRO8, Ombudsman, PASUC and VSU Offices within timeframe	100%	5	4	5	4.67	From Sept. - Dec. 2023
<b>HRMO MFO 2:IMPLEMENTATION OF THE RECRUITMENT, SELECTION AND PLACEMENT SYSTEM</b>										
<b>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</b>	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	39-casual 20- contractual 42- faculty temp notified for renewal	100%	5	4	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% 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	61 publications drafted	100%	5	4	5	4.67	



		Reproduces copies of the vacancy announcements for posting to bulletin boards, website & social media	75 publications	183 copies	100%	5	5	5	5.00	
		Emails the approved publication of vacant to CSC for posting on CSC Websites	15 publications	61 publications	100%	4	5	5	4.67	
		Publish approved publication of vacant positions to HRIS for posting at jobs.edu.ph	15 publications	61 publications	100%	5	5	5	5.00	
<b>PI.7 Number of RSP documents generated from the system</b>		Prepares appointments for regular staff using the HRIS system	10 appointments processed without invalidation	19 appointments generated from HRIS	100%	5	5	5	5.00	
		Prepares appointments for casual/contractual/regular staff	250 appointments processed without invalidation	101 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 ;	33 RAI prepared	100%	5	4	5	4.67	


		Process report for signatories and approval.	60 pages of RAI with 200 employees	99 copies	100%	5	5	5	5.00	
		Process appointment pursuant to ORAOHRA guidelines	100% validation	100% validation	100%	5	5	5	5.00	
	<b>PI 1.</b> Number of faculty & administrative positions created/upgraded	Assist in the preparation and submission of necessary documents to DBM	Provide 100% assistance in the preparation and submission of necessary	100% assisted	100%	5	5	5	5.00	
		Maintain/update eGMIS monthly, uploading to DBM, downloading of PSIPOP for dissemination and printing for reference	12 Updating 12 Uploading 12 Downloading 12 Printing 12 Disseminating of PSIPOP	2 Updating 2 Uploading 2 Downloading 2 Printing 2 Disseminating of PSIPOP	100%	5	5	5	5.00	From Sept.- Dec. 2023
		Maintain/update VSU database of personnel	1	1 maintained and update	100%	5	5	5	5.00	
		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	
<b>Total Over-all Rating</b>										<b>4.90</b>
<b>Average Rating :</b>										<b>4.9</b>

Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING									4.9	
ADJECTIVAL RATING									0	

Evaluated & Rated by:

Approved by:

  
**JENNIFER E. ANDO**  
 Head, RSPPRO

  
**HONEY SOFIA V. COLIS**  
 Director, HRMO

  
**EDGARDO E. TULIN**  
 VP for Admin & Finance

Date: 1/23/2024

1/23/2024

Date: 1/24/2024

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

Comments & Recommendations for  
 Development Purposes:      **Finish**  
**her Masteral degree**





### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December 2023

Name of Staff: Jenefer B. Jayme

Position: January 15, 2024

**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
Score	Total 4.9				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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					
Average Score					

Overall recommendation : To finish MS degree & attend CSC related trainings

  
**JENNIFER E. ANDO**  
Head, RSPPRO



## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: RSPPR- HRMO

Head of Office: JENNIFER E. ANDO

Number of Personnel: JENEFER B. JAYME

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		Dec. 18, 2023 (RSPPRO Staff Meeting)			Monitoring and 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:

JENNIFER E. ANDO

Immediate Supervisor

Noted by:

HONEY SOFIA V. COLIS

Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JENEFER B. JAYME  
Performance Rating: January 1 to December 31, 2023

Aim: Further enhance HR Competencies

Proposed Interventions to Improve Performance:

Date: January 1, 2023 Target Date: December 31, 2023

First Step:

Send to various HR related trainings and updates on CSC policies

Result:

Enhance HR competences

Date: January 1, 2023 Target Date: December 31, 2023

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**  
Head, RSPPRO

Conforme:

  
**JENEFER B. JAYME**  
Name of Ratee Faculty/Staff