



Annex P

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	4.92	70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.89

TOTAL NUMERICAL RATING: 4.89
Add: Additional Approved Points, if any: 0
TOTAL NUMERICAL RATING: 4.89

FINAL NUMERICAL RATING 4.89

ADJECTIVAL RATING: Outstanding

Prepared by:

JENEFER B. JAYME
Name of Staff

Reviewed by:

JENNIFER E. ANDO
Department/Office Head

Approved:

HONEY SOFIA V. COLIS
Director, HRMD



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 2024


JENEFER B. JAYME
Ratee

Approved: 

JENNIFER E. ANDO
Head, RSPPRO

MFOs/PAFs	Success Indicator	Tasks Assigned	Target Jan.- December 2024	Actual Accomplishment	Rating				Remarks
					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	5	5	5	5.00	
HRMO MFO 2:IMPLEMENTATION OF THE RECRUITMENT, SELECTION AND PLACEMENT SYSTEM									
PI. 1 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	164 faculty and staff notified	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	58 publications	5	5	4	4.67	
		Publish approved publication of vacant positions to HRIS for posting at jobs.edu.ph	15 publications	119 publications	5	4	5	4.67	
PI. 2 Number of RSP documents generated from the system		Prepares appointments for regular staff using the HRIS system	10 appointments processed without invalidation	73 renewal and new hire 184 faculty reclassification	5	5	5	5.00	
		Number of appointment confirmed in the HRIS	10 appointments processed without invalidation	73 renewal and new hire 184 faculty reclassification	5	5	5	5.00	
PI. 3 Number of faculty & administrative positions created/ upgraded		Prepare budgetary requirements of VSU personnel for submission to VSU Budget Office/DBM	1 BP 204 1 Form D Budget Proposal	1 BP 204 1 for JC21 Funding Requirement 1 for the College of Medicine 3 for PS request for SARO	5	4	5	4.67	

Approved Additional points (with copy of approval)									
FINAL RATING									
ADJECTIVAL RATING									

Evaluated & Rated by:

JENNIFER E. ANDO
Head, RSPPRO

Date: 1/23/2025

Legend: 1 - Quality

HONEY SOFIA V. COLIS
Director, HRMO

Date: 1/23/2025

2 - Efficiency

Approved by:

ELWIN JAY V. YU
VP for Admin & Finance

Date: 1/24/2025

3 - Timeliness

4 - Average

Comments & Recommendations for

Development Purposes:

pursue MS Degree

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: RSPPRO


Head of Office: JENNIFER E. ANDO

Number of Personnel: 3


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Coaching		November 19, 2024			Coaching and review of duties and responsibilities of RSPPRO personnel based on office mandates.

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, 2024

Aim: Further enhance HR Competencies

Proposed Interventions to Improve Performance:

Date: January 1, 2024 Target Date: December 31, 2024

First Step:

Send to various HR related trainings and updates on CSC policies

Result:

Enhance HR competences

Date: January 1, 2024 Target Date: December 31, 2024

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January – December 2024**

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	58				
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					
Average Score	4.83				
Overall recommendation: <i>Final MS Degree</i>					


JENNIFER E. ANDO
 Immediate Supervisor