



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	4.94	70%	3.46
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.94

TOTAL NUMERICAL RATING: 4.94

Add: Additional Approved Points, if any:

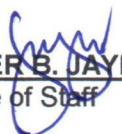
TOTAL NUMERICAL RATING: 4.94


FINAL NUMERICAL RATING 4.94

ADJECTIVAL RATING: "O"

Prepared by:

Reviewed by:


JENEFER B. JAYME
Name of Staff


LOURDES B. CANO
Director, ODAS/HRM

Approved:


REMBERTO A. PATINDOL
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 to the indicated measures for the period January 1- June 30, 2020


JENEFER B. JAYME

Ratee

Approved:


LOURDES B. CANO

Head, ODAHRD


MFOs/PAFs	Success Indicator	Tasks Assigned	Target Jan.- June 2020	Accomplishment		Rating				Remarks
				Actual Accomplishment	Percentage	Q ¹	E ²	T ³	A ⁴	
UMFO5. SUPPORT TO OPERATIONS										
OVPAF MFO 1: ISO aligned management and administrative support services										
ODAHRD MFO 1: ISO aligned Personnel Records Development & Management Services										
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.	2 purchase request	2 Purchase Request	100%	5	5	4	4.67	
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	
PI. 14 Number of administrative services and financial/ administrative documents acted within time frame	Number of staff with expired appointments	Prepares and Releases notice of expiration of appointments to dept./centers concern	140 reg. staff notified for renewal	148 reg. staff notified for renewal	105%	5	5	5	5.00	

	No. of Publication of administrative positions, posted in the CSC bulletin	Reproduces copies of the vacancy announcements for posting to bulletin boards, website & social media	40 publications	100 Publications	250%	5	5	5	5.00	
	Vacancy announcements posted in bulletin boards and in social media	Drafts the vacancy announcements focusing on the competency requirement for posting	5 vacancy announcements posting	10 vacancy announcements posting	200%	5	5	5	5.00	
PI.22 Number of appointments processed and Reports of Appointments Issued (RAI) submitted to CSC with zero invalidation and JO contracts reviewed	Approved recommendations of APB, NAPB & Scholarship Committee decisions based on approved minutes implemented	Receives recommendations/APB/NAPB minutes for issuance of appointments and contracts	70 from APB /NAPB minutes	96 from APB /NAPB minutes	1.37%	5	5	5	5.00	
		Prepares appointments for casual/contractual/regular staff	200 appointments processed without invalidation	327 APPOINTMENTS processed without invalidation for Casual/contractual /regular	163%	5	5	5	5.00	
		Prepares contract of parttimers and reviews part time contracts from external campuses	100% of all parttimers two days from receipt of schedule from Registrar	100% of all parttimers two days from receipt of schedule from Registrar	100%	4	5	5	4.67	32 contracts
		Prepares Reports of Appointment Issued and submit Accession & Separation to CSC;	20 RAI prepared ; 6 Accession/Separation submitted to CSC	62 prepared ; 6 Accession/Separation submitted to CSC		5	5	5	5.00	

	Number of contracts of parttimer recorded & released	Releases contract of parttimers recorded and released	100% of all parttimers two days from receipt of schedule from Registrar	100% of all parttimers two days from receipt of schedule from Registrar	100%	5	5	5	5.00	25 partimers contracts
		Reviews and check supporting documents for appointments	100% of regular/casual/contractual appts and partimers contract 1 day from receipt	100% of regular/casual/contractual appts and partimers contract 1 day from receipt	100%	5	5	5	5.00	189 regular/casual/contractual appts and partimers
		Files copy different reports received and submitted	6 Accession, 6 Separation, 20 various including CSC & CHED reports, PASUC Reports	6 Accession, 6 Separation, 30 various including CSC & CHED reports, PASUC Reports	100%	5	5	5	5.00	
PI.17 No. of HR activities and interventions implemented during PSC celebration	A17. 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	10 list of faculty/staff prepared	20 list of faculty/staff prepared	160%	5	5	5	5.00	
ODAHRD MFO 7: PRIME-HRM compliant Recruitment, Selection & Placement										
PI. 18 No. of publications of administrative vacancies submitted to CSC and vacancy announcements for faculty positions prepared & posted in bulletin boards, website & social media	Publication of administrative positions, posted in the CSC bulletin	Drafts request for publication of vacant administrative positions for submission to CSC	10 publications	25 publications	250%	5	5	5	5.00	

		A.10.process report for signatories and approval.	20 pages of RAI with 172 employees	248 pages of RAI with 327 employees		5	5	5	5.00	
		Process appointment pursuant to ORAOHRA guidelines	100% validation	100% validation		5	5	5	5.00	
		Releases appointments for Records 201 file thru PRPEO	100%	100%		5	5	4	4.67	
Total Over-all Rating									4.94	
Average Rating :										
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING									4.94	
ADJECTIVAL RATING									0	

Evaluated & Rated by:


LOURDES B. CANO
 Director, ODAS/HRM

Date: _____

Approved by:


REMBERTO A. PATINDOL
 VP for Admin & Finance

Date: _____

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

Comments & Recommendations for Development Purposes:

Attend more HR related trainings and ISO documentation course.

Exhibit I

PERFORMANCE MONITORING FORM

Name 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	Preparation of PPMP, purchase request for supplies needed at the ODAHRD & other financial docs.	2 PPMP and 2 purchase request	January 2020	June 2020	May 2020	VI	0	
2	Entertains faculty & staff needing assistance or services of the office	Zero percent complaint from clients served	January 2020	June 2020	Accomplished on required date	VI	0	
3	Prepares and Releases notice of expiration of appointments to dept./centers concern	150 reg. staff notified for renewal	January 2020	June 2020	Accomplished on required date	VI	0	
4	Releases contract of part timers recorded and released	100% of all partimers two days from receipt of schedule from Registrar	January 2020	June 2020	Accomplished on required date	VI	0	
5	Reviews and check supporting documents for appointments	100% of regular appts and partimers contract 1 day from receipt	January 2020	June 2020	Accomplished on required date	VI	0	
6	Files copy different reports received and submitted	9 Accession, 9 Separation, 1 IGHRS, 30	January 2020	June 2020	Accomplished on required date	VI	0	


		various including CSC & CHED reports, PASUC Reports				VI	0	
7	Assists in other training needs, i.e. list of newly hired/retirable employees for orientation/training	5 list of faculty/staff prepared	January 2020	June 2020	January 2020	VI	0	
8	Drafts request for publication of vacant administrative positions for submission to CSC	6 publications	January 2020	June 2020	Accomplished on required date	VI	0	
9	Reproduces copies of the vacancy announcements for posting to bulletin boards, website & social media	20 publications	January 2020	June 2020	Accomplished on required date	VI	0	
10	Drafts the vacancy announcements focusing on the competency requirement for posting	40 vacancy announcements posting	January 2020	June 2020	Accomplished on required date	VI	0	
11	Receives recommendations/APB/N APB minutes for issuance of appointments and contracts	75 from APB /NAPB minute	January 2020	June 2020	Accomplished on required date	VI	0	
12	Prepares appointments for regular staff and Casual/Contractual employee	160 appointments processed without invalidation	January 2020	June 2020	Accomplished on required date	VI	0	
13	Prepares contract of part- timers (87)and reviews part time contracts from external campuses	100% of all partimers two days from receipt of schedule from	January 2020	June 2020	Accomplished on required date	VI	0	

		Registrar						
14	Reports required by regulatory bodies acted and complied	Prepares Reports of Appointment Issued and submit Accession & Separation to CSC;	January 2020	June 2020	Accomplished on required date	VI	U	
15	Preparation of Report of Appointment Issued (RAI)	A.10.process report for signatories and approval.	January 2020	June 2020	Accomplished on required date	VI	O	
16	Zero invalidation on submitted appointments	Process appointment pursuant to ORAOHRA guidelines	January 2020	June 2020	Accomplished on required date	VI	U	
17	Releases appointments for Records 201 file thru PRPEO	Segregated, recorded individual appointments with other requirements	January 2020	June 2020	Accomplished on required date	I	US	

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

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

Prepared by:


LOURDES B. CANO
Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

Name of Staff: MS. JENEFER B. JAYME Position: **Administrative Administrative 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		59				

Vision:
Mission:


A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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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 : For mentoring to assume higher responsibilities


 LOURDES B. CANO
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ms. Jenefer B. Jayme _____

Performance Rating: _____

Aim: Enhance HR competencies

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step:

Send to various HR related trainings and updates on CSC policies

Result:

Enhanced HR competencies

Date: _____ Target Date: _____

Next Step:

Send to attend management related trainings
Assign as secretary to one HR committee

Outcome: _____

Final Step/Recommendation:

Pursue her masteral degree in management.

Prepared by:

LOURDES B. CANO
Unit Head

Conforme:

JENEFER B. JAYME
Name of Ratee Faculty/Staff