



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	4.86	70%	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.8	30%	1.44
TOTAL NUMERICAL RATING			4.8

TOTAL NUMERICAL RATING: 4.8

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.8

ADJECTIVAL RATING: 0

Prepared by:

Reviewed by:

JENEFER B. JAYME
Name of Staff

JENNIFER E. ANDO
OIC Head, RSPPRO

Approved:


REMBERTO A. PATINDOL
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPC)

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 targets in accordance with the indicated measures for the period January 1- June 30, 2021


JENEFER B. JAYME
 Ratee

Approved:


JENNIFER E. ANDO
 OIC Head, RSPPRO

MFOs/PAFs	Success Indicator	Tasks Assigned	Target Jan.- June 2021	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										
ODHRM MFO 1: Administrative and support services Management										
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.	1 purchase request	1-PPMP 2022, 3 PR	400%	5	5	5	5.00	
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	
ODHRM MFO 2:IMPLEMENTATION OF THE RECRUITMENT, SELECTION AND PLACEMENT SYSTEM										
PI. 6 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	120 reg. staff notified for renewal	99- Faculty Reg-Temporary; 67- Casual/Contractual	138.33%	4	5	5	4.67	

	Number of staff submit requirments for appointments	Reviews and check supporting documents for appointments	100% of regular/casual/contractual appts and partimers contract 1 day from receipt	100% reviews and check supporting documents	100%	5	5	5	5.00	1250 supporting documents checked and reviewed
	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	10 publications	98 publications of vacant administrative positions was drafted	980%	4	5	5	4.67	
		Reproduces copies of the vacancy announcements for posting to bulletin boards, website & social media	50 publications	225 copies reproduces for posting at bulletin boards	450%	5	5	5	5.00	
		Emails the approved publication of vacant to CSC for posting on CSC Websites	10 publications	45 approved publication emailed at CSC for posting at CSC Websites	450%	5	5	5	5.00	
		Publish approved publication of vacant positions to HRIS for posting at jobs.edu.ph	10 publications	45 approved publication published at HRIS for posting at jobs.edu.ph	450%	5	5	5	5.00	

	Number of appointments processed and Reports of Appointments Issued (RAI) submitted to CSC with zero invalidation and JO contracts reviewed	Receives recommendations/APB/NA PB minutes for issuance of appointments and contracts	10 from APB /NAPB minutes	15 APB/NAPB minutes received	150.00%	5	5	5	5.00	
		Prepares appointments for casual/contractual/regular staff	200 appointments processed without invalidation	223 appointments processed without invalidation	112%	4	5	5	4.67	
		reviews appointment from external campuses if in order	100% of all appointments from external campuses reviewed	100% reviews and check supporting documents	100%	5	4	5	4.67	
		Prepares Reports of Appointment Issued and submit Accession & Separation to CSC;	15 RAI prepared ; 6 Accession/Separation submitted to CSC	40 RAI prepared	266.67%	5	5	5	5.00	
		Draft and process RAI for signatories and approval.	45 pages of RAI with 200 employees	150 pages printed and process	333.33%	4	5	5	4.67	
		Process appointment pursuant to ORAOHRA guidelines	100% validation	100% validated	100.00%	5	5	4	4.67	

		Releases appointments for Records 201 file thru PRPEO	100%	100%	100.00%	5	5	5	5.00	
ODHRM MFO 3: PRIME-HRM aligned Learning and Development Services										
PL13 Number of In-house seminar workshops/ skills trainings/orientations conducted/facilitated	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	2 list of faculty/staff prepared	3 list prepared	150.00%	4	5	5	4.67	
Total Over-all Rating									77.69	
Average Rating :										
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING									4.86	
ADJECTIVAL RATING									0	

Evaluated & Rated by:


JENNIFER E. ANDO
OIC Head, RSPPRO

Date: _____

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

Approved by:


REMBERTO A. PATINDOL
VP for Admin & Finance

Date: _____

Comments & Recommendations for
Development Purposes:
*To attend on CSC &
RSP related trainings*



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2021

Name of Staff: JENEFER B. JAYME Position: Admin. 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	5	4	3	2	1

improvement of his work accomplishment					
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	4.8				

Overall recommendation : _____


JENNIFER E. ANDO
 Printed Name and Signature
 Head of Office,

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: OHRSPPR-ODHRM

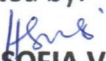
Head of Office: JENNIFER E. ANDO

Number of Personnel:

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Coaching		March 2, 2021 (2 ND ODHRM MEETING)			Re-alignment of duties and responsibilities based on office mandates.

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

Conducted by:


HONEY SOFIA V. COLIS
OIC-Director, ODHRM

Noted by:


REMBERTO A. PATINDOL
VP for Admin. and Finance

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JENEFER B. JAYME

Performance Rating: January 1 to December 31, 2021

Aim: Further enhance HR Competencies

Proposed Interventions to Improve Performance:

Date: January 1, 2021

Target Date: December 31, 2021

First Step:

Send to various HR related trainings and updates on CSC policies

Result:

Enhanced HR competencies

Date: January 1, 2021

Target Date: December 31, 2021

Next Step:

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

Outcome:

Final Step/Recommendation:

Pursue her masteral degree in management

Prepared by:

JENNIFER E. ANDO
OIC Head, RSPPRO

Conforme:

JENEFER B. JAYME
Name of Ratee Faculty/Staff