

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION
January-June 2019

Name of Administrative Staff: Ms. Jenefer B. Jayme

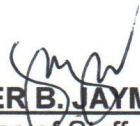
Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.8	70%	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.84

TOTAL NUMERICAL RATING: 4.84
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.84

ADJECTIVAL RATING: 0

Prepared by:

Reviewed by:


JENEFER B. JAYME
Name of Staff


LOURDES B. CANO
Immediate Supervisor

Approved:


REMBERTO A. PATINDOL
Vice President for Admin & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JENEFER B. JAYME, 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 January 1, 2019 to June 30, 2019.


JENEFER B. JAYNE
Ratee

LOURDES B. CANO
Head of Unit

MFO/PAPS	Success Indicators	Task Assigned (TA)	Accomplishment		Rating				Remarks
			Target	Actual					
			Jan-Dec 2018	Jan -June 30, 2018	O ¹	F ²	T ³	A ⁴	
UMFO 6: General Administration Support Service									
OVPAF MFO 2: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT									
ODAHRD MFO 1:	Administrative and support services Management								
PL 1 Efficient & customer friendly frontline service	A1 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	4	4.67	
PL 2 Number of administrative services and financial/ administrative documents acted within time	A3 Number of staff with expired appointments	Releases notice of expiration of appointments to dept./centers concern	180 reg. staff notified for renewal	151 reg. staff notified for renewal	5	5	4	4.67	
	A4 Number of contracts of parttimer recorded & released	Releases contract of parttimers recorded and released	100% of all partimers two days from receipt of schedule from Registrar	100% of all partimers two days from receipt of schedule from Registrar	5	5	5	5.00	
		Reviews and check supporting documents for appointments	100% of regular appts and partimers contract 1 day from receipt	100% of regular appts and partimers contract 4 hrs from receipt	5	5	4	4.67	
		Files copy different reports received and submitted	9 Accession, 9 Separation, 1 IGHRs, 30 various including CSC & CHED reports, PASUC Reports	9 Accession, 9 Separation, 1 IGHRs, 48 various including CSC & CHED reports, PASUC Reports	5	5	4	4.67	
ODAHRD MFO 2:	Compliance of existing HRM practices to PRIME-HRM STANDARDS, Level 2 maturity status (Recruitment, Selection & Placement Services)								
PL9 Efficient and effective talent sourcing and screening using approved criteria	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	20 publications	28 publications	5	5	5	5.00	
PL 7 No. of vacancy announcements prepared & posted in bulletin boards, website & social media	Vacancy announcements posted in bulletin boards and in social media	Drafts the vacancy announcements focusing on the competency requirement for posting	40vacancy announcements posting	55 vacancy announcements posting	5	5	4	4.67	
ODAHRD MFO. 4	Percentage of CSC validation of approved appointments								

PI. 23 Percentage CSC validation of approved appointments	Zero invalidation on submitted appointments	Process appointment pursuant to ORAOHRA guidelines	100% validation	100% validation	5	5	4	4.67	
ODAHRD MFO. 5	Efficient data base/records management compliant to ISO standards								
PI. 22. Number of Reports submitted to CSC, Ombudsman, DBM, PASUC, CHED	A27. Reports required by regulatory bodies acted and complied	Prepares Reports of Appointment Issued and submit Accession & Separation to CSC;	31 RAI prepared ; 6 Accession/Separation submitted to CSC	41 RAI prepared ; 6 Accession/Separation submitted to CSC	5	5	5	5.00	
P1.24 Number of Report submitted to CSC	Preparation of Report of Appointment Issued (RAI)	A.10.process report for signatories and approval.	31 pages of RAI with 172 employees	164 pages of RAI with 215 employees	5	5	5	5.00	
P1.25 Number of Report & budgetary requirements requested by OP/Budget Office	Releases appointments for Records 201 file thru PRPEO	A.11 Segregated, recorded individual appointments with other requirements	172 appointments with 700 supporting docs.	172 appointments with 1935 supporting docs.	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	2 PPMP and 2 purchase request	5	5	5	4.67	
Total Over-all Rating									4.81
Average Rating (Total Over-all rating divided by no. of TA)		4.8	Comments & Recommendations for Development Purpose:						
Additional Points:									
Approved Additional points (with copy of approval)	XX								
FINAL RATING		4.8							
ADJECTIVAL RATING									

Evaluated and Rated by:


LOURDES B. CANO
Director, ODAHRD

Date: _____

1- Quality

2 - Efficiency

3 - Timeliness


Recommending approval

LOURDES B. CANO
Director, ODAHRD

Date: _____

4 - Average

Approved by:


REMBERTO A. PATINDOL
Vice President for Adm & Finance
Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2019
Name of Staff: JENEFER B. JAYME Position: Admin. 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					
B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)	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 : _____


LOURDES B. CANO
Name of Head

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: ODAHRD


Head of Office: DR. LOURDES B. CANO

Number of Personnel: ODAHRD (1)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
		Staff Meeting Feb 13, 2019 Jennifer E. Ando, Lourdes C. Managbanag, Ma. Fe L. Gayanilo & Jenefer B. Jayme			RSP preparation for level 3
Coaching		May 24, 2019 coaching staff meeting Jennifer E. Ando, Lourdes C. Managbanag, Ma. Fe L. Gayanilo & Jenefer B. Jayme			RSP & L & D review mechanism for compliance

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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JENERFER B. JAYME
Performance Rating: Outstanding

Aim: To equip knowledge and skills needed in the current positions as well as higher responsibilities in the future.

Proposed Interventions to Improve Performance:

Date: January 2019 Target Date: December 2019

First Step: Recommend her for any scholarship to pursue graduate courses specifically involves management.

Result: Enroll in Masters in Management at VSU 1st semester 2019-2020

Date: _____ Target Date: August 2019

Next Step:

Outcome: _____


Final Step/Recommendation:

Send her to attend formal training related to her current position in the office.

Prepared by:


DR. LOURDES B. CANO
Unit Head

Conforme:


JENERFER B. JAYME
Ratee