



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: JENNIFER E. ANDO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.77	70%	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.88	30%	1.46
TOTAL NUMERICAL RATING			4.86

TOTAL NUMERICAL RATING: 4.86

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.86

FINAL NUMERICAL RATING 4.86

ADJECTIVAL RATING: Outstanding

Prepared by:

JENNIFER E. ANDO
Name of Staff

Reviewed by:

LOURDES B. CANO
Department/Office Head

Recommending Approval:

Approved:


REMBERTO A. PATINDOL
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JENNIFER E. ANDO, 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 July 1, 2020 to December 31, 2020.


JENNIFER E. ANDO
Ratee

Approved:


LOURDES B. CANO
Rater

MFO/PAPS	Success Indicators	Task Assigned	Target Jul. - Dec. 2020	Accomplishments		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. 3: ISO 9001:2015 aligned documents	Pl.7 Number of quality procedures revised/updated	Assists in revising/updating quality procedure on L&D	2 QPs	2 QPs		5	5	4	4.67	
ODAHRD MFO. 5: FOI aligned compliance and reporting requirements	Pl. 11 Percentage compliance of reporting requirements in accordance with FOI Manual	Prepares and submits FOI Inventory report for posting at the VSU Website Transparency	100% accomplishment	100% accomplished		5	5	5	5	
ODAHRD MFO 6: Administrative and support services Management										
OVPAF MFO 2: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT										
ODAHRD MFO 6: Administrative and support services Management										
Pl. 1 Efficient & customer friendly frontline service	Satisfied clients due to prompt, efficient and effective service implementing the new norm	Entertains faculty & staff needing assistance or services of the office implementing the new norm	Zero complaint from client served	Zero complaint from client served		5	5	5	5	

Pl.15 No. of ad hoc committee assignments served/functions performed	Designated Secretary of the VSU Admin and Faculty Scholarship Committee implementing the new norm	Attends meeting and Prepares minutes of meetings for signature of the committee members and for submission to OP for action/approval implementing the new norm	12 meetings	16 meetings		5	5	8 4	8 4.67	
		Prepares excerpts/referendum for signature of committee and approval of the President and distribute to the concerned units/office	40 excerpts/referendum	46 excerpts/referendum		5	5	8 4 ji	8 4.67 ji	
Pl.16 No. of HR activities and interventions implemented during PSC celebration subject to Covid-19 provisions	HR activity conducted to celebrate the PSC anniversary subject to health protocols under the new normal	Prepares the proposal, Initiates and coordinates the implementation with officials concerned	one activity successfully conducted	3 successful activities (Virtual Oath taking, Virtual Orientation of the Newly hard, Virtual Culmination/Fam		5	5	5	5	
ODAHRD MFO 9: PRIME-HRM aligned Learning and Development Services										
Pl. 24 No. of in-house trainings/HR interventions/workshops conducted/facilitated	Coordinates/or facilitates in the conduct of in-house trainings/webinar and workshops implementing the new normal due to covid 19	Prepares and designs related activities and implementing the new normal	3 in house trainings/webinar	5 in house trainings/webinar		5	5	4	4.67	

	No. of certificates prepared and distributed	Designs/layouts/reproduces certificates to be distributed to participants on the trainings/webinars	50	60		5	5	4	4.67	
	Percentage if L&D evidence requirements for Level 3 under PRIME-HRM prepared and ready for assessment	Prepares the requirement evidence requirements for Level 3 L&D for PRIME-HRM Assessment tool	75% evidence requirements	75% evidence requirements		5	5	4	4.67	
Training Designs	No. of training/webinar designs prepared and developed implementing the new normal	Formulates Designs for in-house trainings/webinars implementing the new normal	3	6		5	5	4	4.67	
Evaluation	No. of training/webinar evaluations conducted implementing the new normal	Prepares evaluation forms and evaluation reports from the trainings. Gather feedback from the evaluation online	4	4		5	5	4	4.67	
	Number of participants needs/training needs analyzed	Summarizes feedback & training needs and prepares analysis	50	31		4	4	4	4.00	not all responded on the evaluation sent to the participants online/due to pandemic and still adopting to the new normal
	Number of proceedings of previously conducted trainings/seminars prepared	Gathers all presentations/outputs/pictures and transcribes deliberations and prepare over all proceedings per activity	3 proceedings	3 proceedings		5	5	4	4.67	

ODAHRD MFO 11: Innovations & new Best Practices Development Services										
Pl. 32. Number of new HR systems/innovations introduced and implemented	L&D Analytics prepared and developed	Gathers data on L & D implementation and prepares draft HR analytics affecting L&D	2 (1 for faculty and 1 for administrative staff)	2 (1 for faculty and 1 for administrative staff)		5	5	4	4.67	
ODAHRD MFO 12: Other Functions										
	Master of Ceremony on HR related and other university related activities following the new normal	Helps represent the event/activity as a whole; introduce speakers; act as host and ensure to keep the participants engaged on the activity following the new normal	5	6		5	5	5	5.00	
	Values Restoration Officer	Prepares and sends to DYDC the values for the week for dissemination	100% accomplishment	100% accomplishment		5	5	5	5.00	

Average Rating (Total Over-all rating divided by 4)		4.77
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.77
ADJECTIVAL RATING		4.77

4.73 ji

Comments & Recommendations for Development Purposes:

For attendance sdc hours
to CSC

Evaluated and Rated by:

LOURDES B. CANO

Director, ODAHRD

Approved by:

REMBERTO A. PATINDOL

VP, OVPAF

PERFORMANCE MONITORING FORM
July-December 2020

Name of Employee: **Jennifer E. Ando**


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	Prepares communications for the training, coordinates/facilitate venue and training preparations	Communications prepared and all preparations made	After approval of training design	A week before training	A week before training	VI	0	
2	Designs/layouts/reproduces certificates to be distributed to participants	Certificates laid out & certificate to participants distributed	before training	2 weeks after training	Within the prescribed time frame	VI	0	
3	Formulates Designs for in-house trainings	Approved training design	After ascertaining the training needs	2 weeks after	Within 2 weeks	VI	0	
4	Gather Feedback and prepares evaluation reports from the trainings	Results of the Evaluation of the training	At the end of the training	2 weeks after the training	Within the prescribed time frame	V	1	

5	Attends meeting and Prepares minutes of meetings	2 meetings attended	A day before meeting	On the day of meeting and the minutes 3 days after	On the day of meeting and the minutes 2 days after	VI	0	
6	Signs Vouchers and other documents, attends meetings on her behalf	Signed vouchers & represent Head during meetings	Date as OIC	On the dates as OIC	On the dates as OIC	I	VS	
7	Acts on requests as Master of Ceremony/ documentor/facilitator and other related activities assigned by superiors	Acted as Emcee per request	Date of request	On the day of the activity	Acted as emcee on the day of activity	VI	0	

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

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

Prepared by:


LOURDES B. CANO
 Director, ODHRM



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2020

Name of Staff: Jennifer E. Ando

Position: Educ Prog. Specialist II

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						


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.

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		83/85				
Average Score		4.88				

Overall recommendation : She is ready to assume headship in L&O units


LOURDES B. CANO
 Printed Name and Signature
 Director, ODHRM

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JENNIFER E. ANDO

Performance Rating: _____

Aim: Develop her to assume supervisory position

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: Require her to attend HR trainings
related to learning + development

Result: Already empowered to manage L + D

Date: _____ Target Date: _____

Next Step:

To attend SDC course from CSC

Outcome: _____

Final Step/Recommendation:

For her designation as head of the L+D and HR
coordination ggc

Prepared by:

LOURDES B. CANO
Unit Head

Conforme:

JENNIFER E. ANDO
Name of Ratee Faculty/Staff