

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION
July-December 2017

Name of Administrative Staff: **JENNIFER E. ANDO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.70	70%	3.29
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.42
TOTAL NUMERICAL RATING			4.71

TOTAL NUMERICAL RATING: 4.71

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.71

ADJECTIVAL RATING: 0

Prepared by:


JENNIFER E. ANDO
 Name of Staff

Reviewed by:


LOURDES B. CANO
 Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
 Chairman, PMT

Approved:


EDGARDO E. TULIN
 President

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JENNIFER E. ANDO
Name of Staff

Reviewed by:

LOURDES B. CANO
Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
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, 2017 to December 31, 2017.

JENNIFER E. ANDO
Ratee

LOURDES B. CANO
Rater

MFO/PAPS	Success Indicators	Task Assigned	Target July - December 2017	Accomplishments		Rating				Remarks
				Actual Accomplishment	Percentage	Q ¹	E ²	T ³	A ⁴	
UMFO 6: General Administration and Support Services										
OVPAF MFO 2: Human Resource Management & Development										
ODAHRD MFO 1. Administrative & Support Services Management										
Pl. 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 complaint from client served	Zero complaint from client served	100%	5	5	5	5	
ODAHRD MFO 4: Learning and Development Services										
Pl. 16 In-house trainings, workshops and other HR interventions conducted/facilitated/documente	Coordinates/or facilitates in the conduct of in-house trainings and workshops	Prepares communications for the training, coordinates/facilitate venue and training preparations	12 in-house trainings/ HR interventions to be conducted, 500 participants	20 in-house trainings/ HR interventions to be conducted, 900 participants	180.00%	5	5	5	5	
	No. of certificates distributed	Designs/layouts/reproduces certificates to be distributed to participants	500	900	180.00%	5	4	4	4.33	
Training Designs	No. of training designs prepared and developed	Prepares/Formulates Designs for in-house trainings	10	15	150.00%	5	5	4	4.67	
Evaluation	No. of training evaluations conducted	Prepares evaluation forms and evaluation reports from the trainings. Analyzed evaluations from the training	12	12	100.00%	5	4	4	4.33	
	No. of customer feedback analyzed	Prepares analysis of customer feedback per survey questionnaire in departments/offices/units	350	407	116.00%	4	4	4	4.00	
ODAHRD MFO 8: Human Resource Management Accreditation Services										
P40. Number of PRIME-HRM areas prepared for level 2 maturity status	A.16 Areas ready for submission to assessment under level 2 reaccredited maturity status	Gathers, prepares documents ready for review and display at HR Accreditation Center	2 areas with documents gathered and prepared for assessment	2 area prepared and ready for level 2 assessment	100.00%	5	5	4	4.67	

ODAHRD MFO 12: Other Functions									
	Secretariat in behalf of the Director for Administration and Human Resource Development during her official functions outside university and personal leave	4	Attends meeting and Prepares minutes of meetings	5					
	As OIC to the Director for Administration and Human Resource Development during her official functions outside the university and personal leave	4	Signs Vouchers and other documents, attends meetings on her behalf	6					
	Other tasks performed assigned by superior	5	Acts on requests as Master of Ceremony/ documentor/facilitator and other related activities assigned by superiors	10					
Average Rating (Total Over-all rating divided by 36)		4.7	Comments & Recommendations for Development Purpose:						
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING									
ADJECTIVAL RATING		4.7							

Received by
TERESITA L. QUIÑANOLA
Head, PRPEO

Calibrated by
REMBERTO A. PATINDOL
Chairman PMT/Vice President

Recommending Approval:
REMBERTO A. PATINDOL
VP, OVPAF

Approved by:
EDGARDO E. TULIN
President

Date: _____

Date: _____

Date: _____

Date: _____

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

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Jennifer E. Ando
JENNIFER E. ANDO
Ratee

LOURDES B. CANO
Rater

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UMFO 6: General Administration and Support Services										
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Average Rating (Total Over-all rating divided by 36)			4.7							
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING										
ADJECTIVAL RATING			4.7							

Approved by:

REMBERTO A. PATINDOL
VP. QVPAF


EDGARDO E. TULÍN
President

Date: _____ Date: _____

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Ratee

LOURDES B. CANO
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FINAL RATING									
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Received by:

TERESITA L. QUINOLA
Head, PRPEO

Calibrated by:

REMBERTO A. PATINDOL
Chairman PMT/Vice President

Recommending Approval:

REMBERTO A. PATINDOL
VP, OVPAF

Approved by:


EDGARDO E. DURAN
President

Date: _____

Date: _____

Date: _____

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December 2017

Name of Staff: Jennifer E. Ando

Position: Educational Program 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		57				
Average Score		4.75				

Overall recommendation :

LOURDES B. CANO
Name of Head

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December 2017Name of Staff: Jennifer E. AndoPosition: Educational Program Specialist II

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Overall recommendation :

LOURDES B. CANO
Name of Head