

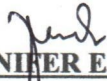
COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION
January to June 2019

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.Numerical Rating per IPCR	4.58	70%	3.20
2.Supervisor/Head’s assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.47
TOTAL NUMERICAL RATING			4.67

TOTAL NUMERICAL RATING: _____
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____
ADJECTIVAL RATING: _____ **O** _____

Prepared by: .


JENNIFER E. ANDO
Name of Staff

Reviewed by:



LOURDES B. CANO
Director, ODAHRD


Approved:


REMBERTO A. PATINDOL
VP, Admin and Finance

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 January 2, 2019 to June 30, 2019.


JENNIFER E. ANDO
Ratee



LOURDES B. CANO
Rater

MFO/PAPS	Success Indicators	Task Assigned	Target Jan. - June 2019	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/ documented	Coordinates/or facilitates in the conduct of in-house trainings and workshops	Prepares communications for the training, coordinates/facilitate venue and training preparations	5 in house trainings, 250 participants	10 in house trainings, 650 participants		5	5	5	5	
	No. of certificates distributed	Designs/layouts/reproduces certificates to be distributed to participants	150	197		5	4	4	4.33	
Training Designs	No. of training designs prepared and developed	Formulates Designs for in-house trainings	2	3		5	5	4	4.67	

Evaluation	No. of training evaluations conducted	Prepares evaluation forms and evaluation reports from the trainings. Gather feedback from the evaluation	5	9		5	4	4	4.33	
OVPF MFO 1: ISO aligned management and administrative	ISO aligned management and administrative support services									
ODAHRD MFO. 8: ARTA aligned compliance and reporting requirements	PI 11 Percentage of external clients served and rated the service received as at least very satisfactory or higher	Gathered customer feedback forms from different offices, run data and process analysis	90%	90%		4	4	4	4.00	
	PI. 12 Number of summary & analysis of customer feedback prepared and submitted	Summarizes, analyzes customer feedback for submission	2	2		4	4	4	4.00	
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	Attends meeting and Prepares minutes of meetings	2	3		5	5	5	5.00	


	As OIC to the Director for Administration and Human Resource Development during her official functions outside the university and personal leave	Signs Vouchers and other documents, attends meetings on her behalf	2	4		5	5	5	5.00	
	Other tasks performed assigned by superior	Acts on requests as Master of Ceremony/ documentor/facilitator and other related activities assigned by superiors	5	10		5	5	5	5.00	
		Submits FOI Inventory report	1	1		4	4	4	4.00	
Average Rating					Comments & Recommendations for Development Purpose: <i>advanced To attend more trainings in L & D management and facilitation</i>					
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING			4.58							
ADJECTIVAL RATING										

Evaluated and Rated by:


LOURDES B. CANO
Director, ODAHRD


Date: _____

Recommending Approval:


LOURDES B. CANO
Director, ODAHRD

Date: _____

Approved by:


REMBERTO A. PATINDOL
VP, OVPAF

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2019

Name of Staff: JENNIFER E. ANDO Position: Education 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					
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 : Very good job. Continue with your very positive work attitude.


LOURDES B. CANO
Name of Head

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: ODAHRD


Head of Office: JENNIFER E. ANDO

Number of Personnel: _____

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		staff meeting Feb. 13/19			RSP prepared for level 3
Coaching		May 20, 2019 coaching/ staff meeting			RSP S L I D review mechanism 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: JENNIFER E. ANDO
Performance Rating: _____

Aim: _____

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: _____

Result: _____

Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation:

To attend advanced training on training needs
Conforme: assessment.

JENNIFER E. ANDO
Ratee

Prepared by:
LOURDES B. CANO
Unit Head

Conforme: