



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	4.90	70%	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.91

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

4.91

ADJECTIVAL RATING:

O

Prepared by:

JENEFER B. JAYME

Name of Staff

Reviewed by:

MIRIAM M. DE LA TORRE

Department/Office Head

Recommending Approval:

HONEY SOFIA V. COLIS

Dean/Director

Approved:

DANIEL LESLIE S. TAN

Vice President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Jenefer B. Jayme, of the Office of the Head of Recruitment, Selection, Placement and Personnel Records 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 - December 2022

Approved:

JENEFER B. JAYME

Ratee

MIRIAM M. DE LA TORRE

OIC Head, OHRSPPR

MFOs/PAFs	Success Indicator	Tasks Assigned	Target Jan.- December 2022	Accomplishment July-December 2022		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. 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 percent complaint from clients served	Zero percent complaint from clients served	100%	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	1 PPMP and 4 PRs	166%	5	5	5	5.00	
ODHRM MFO 2:IMPLEMENTATION OF THE RECRUITMENT, SELECTION AND PLACEMENT SYSTEM										

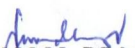
Pl. 5 Percentage of screening and evaluation of applicants to vacant positions processed in accordance with the Merit System and appointment of selected employees processed and approved without invalidation by CSC	Number of staff with expired appointments	Prepares and Releases notice of expiration of appointments to dept./centers concern	100 reg. staff/casual / contractual notified for renewal	68- casual /contractual ; 34 Faculty Temporary	102%	5	5	5	5.00	
	Number of staff submit requirments for appointments	Reviews and check supporting documents for appointments	100% of regular/casual/co ntractual appts and partimers contract 1 day from receipt	100% reviews and check supporting documents	100%	5	5	5	5.00	
	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	48 publications drafted	480%	5	5	5	5.00	
		Reproduces copies of the vacancy announcements for posting to bulletin boards, website & social media	50 publications	132 copies reproduced	264%	5	5	5	5.00	
		Emails the approved publication of vacant to CSC for posting on CSC Websites	10 publications	33 Publications	330%	5	4	5	4.67	

		Publish approved publication of vacant positions to HRIS for posting at jobs.edu.ph	10 publications	33 publications posted at HRIS	330%	5	5	5	5.00	
		Receives recommendations/APB/NA PB minutes for issuance of appointments and contracts	10 from APB /NAPB minutes	30 recommendations received	300%	5	4	5	4.67	
PL.7 Number of RSP documents generated from the system		Prepares appointments for regular staff using the HRIS system	10 appointments processed without invalidation	8 appointments processed without invalidation	160%	5	5	5	5.00	34 appointments for Jan-June 2022 processed
		Prepares appointments for casual/contractual/regular staff	150 appointments processed without invalidation	310 appointments for casual/contractual/regular staff prepared without invalidation	206%	5	5	5	5.00	
		Reviews appointment from external campuses if in order	100% of all appointments from external campuses reviewed	100% reviews and check supporting documents	100%	5	5	4	4.33	
		Prepares Reports of Appointment Issued and submit Accession & Separation to CSC;	15 RAI prepared ; 6 Accession/Separation submitted to CSC	54 RAI prepared	373%	5	5	5	5.00	Reclassification

		Process report for signatories and approval.	45 pages of RAI with 200 employees	324 pages with 310 employees	720%	5	5	5	5.00	
		Process appointment pursuant to ORAOHRA guidelines	100% validation	100% validation	100%	5	5	5	5.00	
		Releases appointments for Records 201 file thru PRPEO	100%	100%	100%	5	4	4	4.33	
		Do other task assigned by the head/supervisor within time frame	100% of the task assigned by the head/supervisor was complied	100% of the task assigned by the head/supervisor was complied	100%	5	5	5	5.00	
Total Over-all Rating									83.34	
Average Rating :										
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING									4.9	
ADJECTIVAL RATING									0	

Evaluated & Rated by:

Approved by:


MIRIAM M. DE LA TORRE
 OIC Head, OHRSPPR


HONEY SOFIA V. COLIS
 OIC-Director, ODHRM


DANIEL LESLIE S. TAN
 VP for Admin & Finance

Date: _____

Date: _____

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

Comments & Recommendations for Development Purposes:
 Mindful of her deliverables. Finishing her MM degree would be a welcome development to the office/HR dept.



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2022

Name of Staff: JENEFER B. JAYME Position: Administrative 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 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										
Average Score						59/12 = 4.92				

Overall recommendation : A good potential for higher position.


MIRIAM M. DE LA TORRE
 Printed Name and Signature
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: OHRSPPR- ODHRM


Head of Office: MIRIAM M. DE LA TORRE

Number of Personnel: JENEFER B. JAYME

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Coaching		November 22, 2022 (OHRSPPR Staff Meeting)			Coaching and review of duties and responsibilities of OHRSPPR personnel based on office mandates

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

Conducted by:


MIRIAM M. DE LA TORRE
Immediate Supervisor

Noted by:


HONEY SOFIA V. COLIS
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JENEFER B. JAYME
Performance Rating: January 1 to December 31, 2022

Aim: Further enhance HR Competencies

Proposed Interventions to Improve Performance:

Date: January 1, 2022 Target Date: December 31, 2022

First Step:

Send to various HR related trainings and updates on CSC policies

Result:

Enhance HR competences

Date: January 1, 2022 Target Date: December 31, 2022

Next Step:

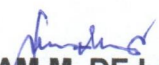
Send to attend management related trainings assign as secretary to one of
The HR committee

Outcome:


Final Step/Recommendation:

Pursue her masteral degree in management

Prepared by:


MIRIAM M. DE LA TORRE
OIC Head, RSPPRO

Conforme:


JENEFER B. JAYME
Name of Ratee Faculty/Staff