



**Annex P**


**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

Name of Administrative Staff: JENNIFER E. ANDO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.96	70%	3.47
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.88 4.91	30%	1.46
<b>TOTAL NUMERICAL RATING</b>			

TOTAL NUMERICAL RATING: 4.93  
Add: Additional Approved Points, if any: 0  
TOTAL NUMERICAL RATING: 4.93  
  
FINAL NUMERICAL RATING 4.93  
  
ADJECTIVAL RATING: \_\_\_\_\_

Prepared by:

  
**JENNIFER E. ANDO**  
Name of Staff

Reviewed by:

  
**HONEY SOFIA V. COLIS**  
Department/Office Head

Approved:

  
**ELWIN JAY V. YU**  
Vice President



# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JENNIFER E. ANDO, of Recruitment, Selection, Placement, and Personnel Records Office commit to deliver and agree to be rated on the attainment of the following targets under the indicated measures for the period January 1 to June 30, 2024

  
JENNIFER E. ANDO  
Ratee

Approved:

  
HONEY SOFIA V. COLIS  
HRMO

GASSs/PAPs	Success Indicators	Task Assigned	Target (January-December 2024)	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 5: Support to Operations (STO)									
VPAF STO 1: ISO 9001:2015 Aligned Documents									
HRMO STO 1: ISO 9001:2015 Aligned Documents									
	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	Provides better customer service experience to all clients.	95% of clients rated services as very satisfactory or higher	95% of clients rated services as very satisfactory or higher	5	5	5	5	
	PI 2. Number of quality procedures prepared/maintained that are aligned and compliant to ISO 9001:2015 standard	Revises/updates 2 quality procedures for RSP; 2 QP for L&D	2 for L&D, 2 for RSP	-	-	-	-	-	for second half
	PI 2. Percentage compliance of HRM practices to ISO 9001:2015 standards	compliance with HRM practices to ISO 9001:2015	100% compliant	100% compliant	5	5	5	5	
	PI 3. Percentage implementation of all administrative and HR processes in accordance with existing approved quality procedures	Implements all adm. & ISO aligned HR processes	100% processes implemented according to QP	100% processes implemented according to QP	5	5	5	5	
	PI 4. Number of Reports submitted to CSC, Ombudsman, DBM, PASUC, CHED, QAC and other regulatory bodies	Reviews and finalizes reports submitted to regulatory NGAs	100% accomplishment	100% accomplishment	5	5	5	5	
	PI 5. Percentage of ISO evidences compliant with existing HRM quality procedures kept intact and readily available to Auditor	Supervises dDRC in record keeping of ISO evidences	100% ISO compliant evidences	100% ISO compliant evidences	5	5	5	5	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
HRMO STO 3: ARTA aligned frontline services									
	PI 1. Efficient & customer friendly frontline service	Attends to queries and consultation on HR matters	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5	
VPAF STO 4: Innovations & Best Practices									
HRMO STO 4: Innovations & Best Practices									
	PI 1. Number of HR new system/ innovations/proposal to be developed	Proposes innovations/revisions on HR systems	1	-	-	-	-	-	for second half



GASSs/PAPs	Success Indicators	Task Assigned	Target (January-December 2024)	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	PI 2. Percentage implementation of RSP processes using the HRIS	Review implementation of RSP on the HRIS	100% RSP	100% RSP	5	5	5	5	
<b>UMFO 6: General Administrative and Support Services (GASS)</b>									
<b>VPAF GASS 1: Administrative and Support Services Management</b>									
<b>HRMO GASS 1: Administrative and Support Services Management</b>									
	PI 1. Number of administrative requests/ documents acted within time frame	Reviews and acts on administrative requests/documents within time frame	100% accomplishment	100% accomplishment	5	5	5	5	
	PI 2. No. of staff supervised, monitored and coordinated	Provide direction, guidance, track the progress and facilitate for effective and efficient services delivered	7	7	5	5	5	5	
	PI 3. No. of council/board/ committee assignments served/functions performed	Serves and performs functions designated as committee secretariat/member	4	4	5	5	5	5	
<b>HRMO GASS 2: Efficient and effective Human Resource Management and Development</b>									
	PI 1. Percentage compliance on PRIME-HRM Level II Standards, Policies & Practices	Review/monitor compliance on PRIME HRM Level II Standards, Policies & Practices	100% compliant	100% compliant	5	5	5	5	
<b>HRMO GASS 2.1: Effective and efficient implementation of the Recruitment, Selection and Placement and Personnel Records System and Processes</b>									
	PI 1. Percentage of validated and approved appointments by CSC	Reviews and monitors publications and announcements of vacancies	100%	100%	5	5	5	5	
	PI 2. Number of vacant administrative positions with applicants profile prepared, applicants screened, interviewed/evaluated and comparative assessments prepared	Reviews applicants' profile for administrative positions, screens, evaluates and prepares comparative assessments	40 positions and 300 applicants profile prepared, applicants screened, interviewed/evaluated, and comparative assessments prepared	39	5	5	4	4.67	Academic: 15 Administrative: 24 (Administrative Old Items: 7 Administrative ROSS: 14
	PI 3. Percentage of ranking of applicants and recommendation to faculty positions submitted to APB for review and final action by the President	Reviews and presents ranking of faculty applicants from DPC for APB evaluation and final action by the President	100% ranking and recommendations for faculty positions	100% ranking and recommendations for faculty positions	5	5	5	5	
	PI 4. Number of hired personnel processed via HRIS and for submission to CSC with zero invalidation and JO contracts reviewed	Reviews and processed hired personnel via HRIS and signs JO contracts	20 regular admin staff 750 JO contracts	22 regular admin staff; 733 JO	5	5	4	4.67	
	PI 5. Number Minutes of Meetings prepared/attended	Review/drafts minutes and schedule/attend meetings for HR-related matters	50 meetings for HR related matters	33 meetings for HR related matters	5	5	5	5	14 APB meetings prepared; 19 NAPB Minutes Prepared

GASSs/PAPs	Success Indicators	Task Assigned	Target (January-December 2024)	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
HRMO MFO 12: Other Functions	PI.1 Number of HR activities or other functions assigned by superior	Secretariat/representative in behalf of the Director, HRMO during her official functions outside the university and personal leave	3	4	5	5	5	5	
		<b>Total Over-all Rating</b>	<b>84.34</b>	<b>Comments &amp; Recommendations for Development Purpose:</b> To attend Competency based supervisory training and other HR related seminar/conferences					
		Average Rating	<b>4.96</b>						
		Adjectival Rating	<b>0</b>						

Evaluated & Rated by:

  
**HONEY SOFIA V. COLIS**  
Director, HRMO


Date: 7/22/2024

Recommending Approval by:

  
**HONEY SOFIA V. COLIS**  
Director, HRMO

Date: 7/22/2024

Approved by:

  
**ELWIN JAY V. YU**  
VP for Admin & Finance

Date: 7-24-24

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



## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Office: RSPPRO

Head of Office: JENNIFER E. ANDO

Number of Personnel: 3


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Coaching		January 8, 2024			Coaching and review of duties and responsibilities of RSPPRO personnel based on office mandates

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

Conducted by:

  
JENNIFER E. ANDO  
 Immediate Supervisor

Noted by:

  
HONEY SOFIA V. COLIS  
 Next Higher Supervisor

## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: RSPPRO


Head of Office: JENNIFER E. ANDO

Number of Personnel: 8

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Coaching		February 5, 2024, May 6, 2024, and July 11, 2024			Staff meetings and mid-year assessment of office targets and accomplishments

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

Conducted and noted by:

  
**HONEY SOFIA V. COLIS**  
 Director, HRMO

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JENNIFER E. ANDO  
Performance Rating: January 1 to June 30, 2024

Aim: Enhance RSP Competency and Leadership Competency

Proposed Interventions to Improve Performance:

Date: January 2024 Target Date: June 30, 2024

First Step:

Attend CSC related training such as effectiveness towards supervisory competencies

Result:

Enhanced RSP and leadership competency

Date: January 2024 Target Date: June 30, 2024

Next Step:

Send to supervisory and CSC related trainings

Outcome: \_\_\_\_\_

Final Step/Recommendation:

Consider pursuing PhD Degree in Human Resource Management.

Prepared by:

  
**HONEY SOFIA V. COLIS**  
Unit Head

Conforme:

  
**JENNIFER E. ANDO**  
Name of Ratee Faculty/Staff





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: Jan 1 to June 30, 2024

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

<b>A. Commitment (both for subordinates and supervisors)</b>		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		59				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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				
Average Score		4.88				
Overall recommendation: To attend HR Competency based leadership training.						

  
**HONEY SOFIA V. COLIS**  
 Director, HRMO