



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**  
**January to June 2020**

**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	4.91	70%	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.47
<b>TOTAL NUMERICAL RATING</b>			<b>4.9</b>

TOTAL NUMERICAL RATING: 4.9  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: \_\_\_\_\_


FINAL NUMERICAL RATING 4.9

ADJECTIVAL RATING: O

Prepared by:

Reviewed by:

  
**JENNIFER E. ANDO**  
EPS-II

  
**LOURDES B. CANO**  
Director, ODHRM

Approved:

  
**REMBERTO A. PATINDOL**  
VP, Admin & 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, 2020 to June 30, 2020.

  
JENNIFER E. ANDO

Ratee

  
LOURDES B. CANO

Rater

MFO/PAPS	Success Indicators	Task Assigned	Target Jan. - June 2020	Accomplishments		Rating				Remarks
				Actual Accomplishment	Percentage	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO5. SUPPORT TO OPERATIONS										
OVPAF MFO 1: ISO aligned management and administrative support services										
ODAHRD MFO. 3: ISO 9001:2015 aligned documents	PI.7 Number of quality procedures revised/updated	Assists in revising/updating quality procedure on L&D	1 QP	2 QPs		5	5	4	4.67	
ODAHRD MFO. 5: FOI aligned compliance and reporting requirements	PI. 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	5.00	
ODAHRD MFO 6: Administrative and support services Management										
OVPAF MFO 2: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT										
ODAHRD MFO 6: Administrative and support services Management										
PI. 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	Zero complaint from client served	Zero complaint from client served		5	5	5	5.00	


Pl.15 No. of ad hoc committee assignments served/functions performed	Designated Secretary of the VSU Admin 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	3 meetings/3 minutes of meetings	3 meetings/3 minutes of meetings		5	5	4	4.67	
		Prepares excerpts/referendum for signature of committee and approval of the President and distribute to the concerned units/office	20 excerpts/referendum	28 excerpts/referendum		5	5	5	5.00	
<b>ODAHRD MFO 9: PRIME-HRM aligned Learning and Development Services</b>										
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	3 in house trainings/webinar		5	5	5	5.00	

	No. of certificates prepared and distributed	Designs/layouts/reproduces certificates to be distributed to participants on the trainings/webinars	200	210		5	5	5	5.00	
	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	5	5.00	
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	2	3		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	2	3		5	5	5	5.00	
	Number of participants needs/training needs analyzed	Summarizes feedback & training needs and prepares analysis	100	190		5	5	5	5.00	

	Number of proceedings of previously conducted trainings/seminars prepared	Gathers all presentations/output s/pictures and transcribes deliberations and prepare over all proceedings per	3 proceedings	3 proceedings		5	5	4	4.67	
<b>ODAHRD MFO 12: Other Functions</b>										
Number of HR activities or other functions assigned by superior	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	2		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	3					0.00	
	Master of Ceremony on HR related and other university related activities	Helps represent the event/activity as a whole; introduce speakers; act as moderator and ensure to keep the participants engaged on the activity	3	3		5	5	5	5.00	

	Values Restoration Officer	Prepares and distributes Value focus for the Week to the assigned office/units;	100% accomplishment	100% accomplishment		5	5	5	5.00	
Average Rating			4.91							
Additional Points:			Comments & Recommendations for Development Purpose:							
Punctuality										
Approved Additional points (with copy of approval)			For mentoring to assume higher responsibilities and to attend Supervisory Development Course of CSC							
FINAL RATING										
ADJECTIVAL RATING										

Evaluated and Rated by:

  
**LOURDES B. CANO**  
 Director, ODAHRD

Approved by:

  
**REMBERTO A. PATINDOL**  
 VP, OVPAF

**PERFORMANCE MONITORING FORM**  
January-June 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	VI	0	
5	Attends meeting and Prepares minutes of meetings	3 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	✓	0	
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\* Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:

  
**LOURDES B. CANO**  
 Director, ODAHRD



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

Name of Staff: MS. JENNIFER E. ANDO Position: **EPS 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.

Page 1 of 2  
**FM-PRO-14**  
v1 05-27-2020

No. 002-2710

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		4.92				

Overall recommendation : For mentoring to headship position



LOURDES B. CANO

Printed Name and Signature

Head of Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ms. Ms. Jennifer E. Ando \_\_\_\_\_  
Performance Rating: \_\_\_\_\_

Aim: To develop competency to assume higher responsibilities

Proposed Interventions to Improve Performance:

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

First Step:

Send to various HR related training and  
conferences

Result:

Improved HR competencies

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:

Assign as secretary to faculty & staff dev.  
committees

Outcome: Expected to be capable to head the L & D units

Final Step/Recommendation:

Should attend Supervisory Development Course and  
finish MS degree

Prepared by:

LOURDES B. CANO

Unit Head

Conforme:

JENNIFER ANDO

JENEFER B. JAYME

Name of Ratee Faculty/Staff