



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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	4.88	70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.5
TOTAL NUMERICAL RATING			4.92

TOTAL NUMERICAL RATING: 4.92

Add: Additional Approved Points, if any: 0

TOTAL NUMERICAL RATING: 0

FINAL NUMERICAL RATING 4.92

ADJECTIVAL RATING: 0

Prepared by:

JENNIFER E. ANDO
Name of Staff

Reviewed by:

HONEY
HONEY SOFIA V. COLIS
Office Head

Approved:

DANIEL
DANIEL LESLIE S. TAN
Vice President for Administration & Finance

PERFORMANCE COMMITMENT & REVIEW FORM (IPO)

I, JENNIFER E. ANDO, OIC-Head, Office 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 2021 to December 2021.

JENNIFER E. ANDO
OIC-Head, OHRSPPR

Approved:

HONEY SOFIA V. COLIS
OIC-Director ODHRM

GASSs/PAPs	Success Indicators	Task Assigned	Target (January-December 2020)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UGAS5. SUPPORT TO OPERATIONS									
OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
HRM STO 1: ISO 9001:2015 aligned documents and compliant processes									
OHRSPPR/OHLDH RA STO 1: ISO 9001:2015 aligned documents and compliant processes	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%	5	5	5	5	
	PI 2. Number of quality procedures revised/updated and registered at QAC	Revises/updates 2 quality procedures for RSP; 2 QP for L&D	Revised 2 quality procedures revised and registered for RSP and 2 for L&D	4	5	5	4	4.67	2 QPs for RSP; 2 QPs for L&D
	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%	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% accomplished	100% accomplished	5	5	5	5	
	PI 6. Percentage of PRIME-HRM maturity level 3 accreditation evidences under RSP, PM & R&R prepared and submitted for approval	Prepares evidenceds for PRIME HRM level 3	75% of required evidences for RSP and L&D level 3 prepared and submitted	NA	NA	NA	NA	NA	still awaiting for the new PRIME-HRM assesement tool from CSC Central Office
	PI 7. Percentage of ISO evidences compliant with existing HRM quality procedures kept intact and readily available to Auditor	Supervises dDRC and Incharges in record keeping of ISO evidences	100% ISO compliant evidences	100% ISO compliant evidences	5	5	5	5	
VPAF STO2: FREEDOM OF INFORMATION (FOI) ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS/HRM STO. 2: FOI aligned frontline services									

GASSs/PAPs	Success Indicators	Task Assigned	Target (January-December 2020)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
OHRSPPR STO. 2: FOI aligned frontline services	PI 8. Percentage compliance to release of information based on VSU FOI Manual	Attends to clients requests through issuance of requested information base on FOI manual	100% compliant	100% compliant	5	5	5	5	
	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 Seal	100% accomplishment	100% accomplishment	5	5	5	5	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS/HRM STO 3: ARTA aligned frontline services									
OHRSPPR STO 3: ARTA aligned frontline services	PI 9. 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 STO4: INNOVATIONS & BEST PRACTICES									
ODAS/HRM STO 4: Innovations & new Best Practices Development Services									
OHRSPPR/OHLDH RA STO 4: Innovations & new Best Practices Development Services	PI 10. Number of new systems/ innovations/proposals introduced and implemented	Proposes innovations/revisions on systems	2 existing HR systems revised to be level 3 compliant & approved by CSC	NA	NA	NA	NA	NA	still awaiting for the new PRIME-HRM assesement tool from CSC Central Office
	PI 13. Percentage implementation of RSP processes using the HRIS	Reviews and signs/approves payroll/documents on RSP and payroll processes	100% RSP	100% RSP	5	5	4	4.67	
	PI 16. Number of existing HR policy manuals revised to be Level 3 compliant & submitted to CSC for approval		4 PRIME HRM Level 3 compliant HR Policy manuals	NA	NA	NA	NA	NA	still awaiting for the new PRIME-HRM assesement tool from CSC Central Office
PI. 32. Number of new HR systems/innovations introduced and implemented	L&D Module at HRIS	Gathers data on L & D implementation and coordinates with HRMIS	1 for faculty	1 for faculty L&D for implementation	5	5	4	4.67	1 for faculty L&D for implementation
UMFO6: General Administrative and Support Services (GASS)									
VPAF GASS 1: Administrative and Support Services Management									
ODAS/HRM GASS 1: Administrative and Support Services									
OHRSPPR GASS 1: Administrative and Support Services	PI 17. Number of administrative services and financial/ administrative documents acted within time frame	Reviews and acts on financial/adm documents within time frame	100% accomplishment	100% accomplishment	5	5	5	5	APB and NAPB requests acted during the board meetings

GASSs/PAPs	Success Indicators	Task Assigned	Target (January-December 2020)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 18. No. of linkages with external agencies maintained	Maintains linkages with external agencies	14	14 (CSC Ormoc, CSC Reg., CSC Central, DBM 8, DBM-OPCCB, PASUC National, PASUC Zonal Center, Local IATF, CHED 8, CHED National, Ombudsman Visayas, GSIS Maasin, GSIS Central, CPOWLI)	5	5	5	5	
	PI 19. No. of council/board/committee assignments served/functions performed	Serves and performs functions designated as committee secretary/member	2 Personnel boards (RSP, NAPB); 2 Committee (NBC-461, VASC)	4 committees	5	5	5	5	
VPAF GASS 2: Human Resource Management and Development									
HRM GASS 7: PRIME-HRM compliant Recruitment, Selection & Placement									
OHRSPPR GASS 7: PRIME-HRM compliant Recruitment, Selection & Placement	PI 53. No. of publications of administrative vacancies submitted to CSC and vacancy announcements for faculty positions prepared & posted in bulletin boards, website & social media	Reviews publications and announcements of vacancies	10 publications	46 publications of vacant admin positions	5	5	5	5	
	PI 54. 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	10 positions with applicants profile prepared, applicants screened, interviewed/evaluated and comparative assessments prepared	33 positions, 118 applicants profile prepared, applicants screened, interviewed/evaluated and comparative assessments prepared	5	5	4	4.67	
	PI 55. 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 56. Number of appointments processed and Reports of Appointments Issued (RAI) submitted to CSC with zero invalidation and JO contracts reviewed	Reviews and signs RAIs, appointments and JO contracts	200 appointments 300 JO contracts	282 appointments , 78 RAI , 1221 JO Contracts	5	5	5	5	
ODHRM MFO 3: PRIME-HRM aligned Learning and Development Services									
PI. 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	15	15	5	5	4	4.67	

GASSs/PAPs	Success Indicators	Task Assigned	Target (January-December 2020)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Certificates prepared and distributed	Designs/layouts/reproduces certificates to be distributed to participants on the trainings/webinars	100% accomplishment	100% accomplishment	5	5	4	4.67	
	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	NA	NA	NA	NA	NA	still awaiting for the new PRIME-HRM assessment tool from CSC Central Office
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	15	15	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 online	8	8	5	5	4	4.67	
	Number of proceedings of previously conducted trainings/seminars prepared	Gathers all presentations/outputs/pictures and transcribes deliberations and prepare over all proceedings per activity	7 proceedings	7	5	5	4	4.67	
ODAHRD MFO 12: Other Functions	Master of Ceremony on HR related and other university related activities following the new normal	Helps represent the event/activity as a whole; introduce speakers; act as host and ensure to keep the participants engaged on the activity following the new normal	5	7	5	5	5	5	
	Values Restoration Officer	Prepares and sends to requesting office/DYDC the values for the week for dissemination	100% accomplishment	100% accomplishment	5	5	5	5	
		Total Over-all Rating	117.03	Comments & Recommendations for Development Purpose:					
		Average Rating	4.876						
		Adjectival Rating	Outstanding						


Evaluated & Rated by:


HONEY SOFIA V. COLIS
 OIC-Director, ODHRM

Date: _____

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

Approved by:


DANIEL LESLIE S. TAN
 VP for Admin & Finance
 Date: 1/9/22

Comments & Recommendations for Development

Purposes:

attendance to SPC & other relevant trainings on RSP administration.



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2021

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

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						

Overall recommendation : To participate/attend Supervisory Dev. Course

Honey
HONEY SOFIA V. COLIS
 Printed Name and Signature
 OIC-Director, ODHRM

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: OHRSPPR/OHLDHRA-ODHRM

Head of Office: HONEY SOFIA V. COLIS

Number of Personnel:


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Coaching		July 21, 2021 (6th ODHRM MEETING)			ODHRM Mid-year Review of Targets and Accomplishments

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

Conducted by:


HONEY SOFIA V. COLIS
OIC-Director, ODHRM

Noted by:


DANIEL LESLIE S. TAN
VP for Admin. and Finance

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JENNIFER E. ANDO

Performance Rating: July-December 2021

Aim: Enhance HR Competencies

Proposed Interventions to Improve Performance:

Date: July 1, 2021 Target Date: December 31, 2021

First Step:

Send to various related trainings and updates on CSC policies specifically on RSP and L&D

Result:

Enhanced HR competencies

Date: July 1, 2021 Target Date: December 31, 2021

Next Step:


Send to supervisory related trainings

Outcome: _____

Final Step/Recommendation:

To finish her masteral degree

Prepared by:


JENNIFER E. ANDO
Unit Head

Conforme:


HONEY SOFIA V. COLIS
Name of Ratee Faculty/Staff