

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION**  
**January to June 2018**

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

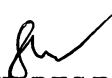
Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.7	70%	3.29
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.917	30%	1.475
<b>TOTAL NUMERICAL RATING</b>			4.765

TOTAL NUMERICAL RATING: 4.765  
 Add: Additional Approved Points, if any: \_\_\_\_\_  
 TOTAL NUMERICAL RATING: \_\_\_\_\_  
 ADJECTIVAL RATING: 0

Prepared by:

  
**JENNIFER E. ANDO**  
 Name of Staff

Reviewed by:

  
**LOURDES B. CANO**  
 Department/Office Head

Recommending Approval:

  
**LOURDES B. CANO**  
 Director, ODAHRD

Approved:

  
**REMBERTO A. PATINDOL**  
 Chairman, PMT

# **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, 2018 to June 30, 2018.

  
JENNIFER E. ANDO  
Ratee

  
LOURDES B. CANO  
Rater

MFO/PAPS	Success Indicators	Task Assigned	Target Jan. - June 2018	Accomplishments		Rating				Remarks
				Actual Accomplishment	Percentage	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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	6 in house trainings, 250 participants	10 in house trainings, 383 participants	180.00%	5	5	5	5	
	No. of certificates distributed	Designs/layouts/reproduces certificates to be distributed to participants	300	370	167.00%	5	4	4	4.33	
Training Designs	No. of training designs prepared and developed	Formulates Designs for in-house trainings	2	2	100.00%	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	10	200.00%	5	4	4	4.33	
ODAHRD MFO 8:	Human Resource Management Accreditation Services									
P40. Number of PRIME-HRM areas prepared for level 2 maturity status	A.16 Areas ready for submission to assessment under level 2 reaccredited maturity status	Gathered, prepared documents and ready for review and display at HR Accreditation Center	2 area prepared and ready for level 2 assessment	2 area prepared and ready for level 2 assessment	100.00%	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	150.00%	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	3	5	167.00%	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	7	140.00%	5	5	5	5.00	
Average Rating			4.70							
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING										
ADJECTIVAL RATING			4.7							

Comments & Recommendations for Development Purpose:  
 To further develop competency on facilitation + acting as RP. by attending relevant

Received by:

TERESITA L. QUIÑANOLA

Head, PRPEO

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

Calibrated by:

REMBERTO A. PATINDOL

Chairman PMT/Vice President

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

Recommending Approval:

REMBERTO A. PATINDOL

VP, OVPAF

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

Approved by:

EDGARDO E. TULIN

President

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

## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2018

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					
<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		59 ÷ 12			
Average Score		4.9-17			

Overall recommendation : \_\_\_\_\_

  
 REMBERTO A. PATINDOL  
 Name of Head

## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: ODAHRD

Head of Office: Lourdes B. Cano

Number of Personnel: five (5) staff

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Review and finalization of office and individual targets		Staff meeting January 7, 2018			Each staff finalize their IPCR targets
Coaching  Review the needed support to facilitate attainment of office targets to qualify for level 2 reaccredited status under PRIME-HRM		January 7, 2018			To submit list of support needed to attain targets

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

Conducted by:

Noted by:

  
**LOURDES B. CANO**  
Immediate Supervisor

  
**REMBERTO A. PATINDOL**  
Next Higher Supervisor

**PERFORMANCE MONITORING FORM**  
**January-June 2018**

Name of Employee: **Jennifer E. Ando**

<b>Task No</b>	<b>Task Description</b>	<b>Expected Output</b>	<b>Date Assigned</b>	<b>Expected Date to Accomplish</b>	<b>Actual Date accomplished</b>	<b>Quality of Output*</b>	<b>Over-all assessment of output**</b>	<b>Remarks/ Recommendation</b>
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	Very Impressive	O	
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	Very Impressive	O	
3	Formulates Designs for in-house trainings	Approved training design	After ascertaining the training needs	2 weeks after	Within 2 weeks	Very Impressive	O	
4	Gathered, prepared documents and ready for review and display at HR Accreditation Center	2 HR area prepared and ready for level 2 assessment	1 <sup>st</sup> week of January	End of June	Before end of June	Impressive	VS	
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	Very impressive	O	
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	Very impressive	O	
7	Acts on requests as Master of Ceremony/ documentor/facilitator and	Acted as Emcee per request	Date of request	On the day of the activity	Acted as emcee on the	Very impressive	O	

	other related activities assigned by superiors					day of activity				
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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



EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JENNIFER E. ANDO  
Performance Rating: \_\_\_\_\_

Aim: \_\_\_\_\_

Proposed Interventions to Improve Performance:

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

First Step:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Result:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

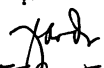
Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Final Step/Recommendation:

To attend advanced training on training needs assessment.

CONFIRME:  
  
JENNIFER E. ANDO  
\_\_\_\_\_  
EPS II

Prepared by:  
  
LOURDES B. CANO  
Unit Head