



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

**Annex P**

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

| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR  | 4.91                    | 70%                      | 3.43                                    |
| 2. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 4.94                    | 30%                      | 1.48                                    |
| <b>TOTAL NUMERICAL RATING</b>   |                         |                          | <b>4.91</b>                             |

TOTAL NUMERICAL RATING: 4.91

Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: 4.91

FINAL NUMERICAL RATING 4.91

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:

  
**JENNIFER E. ANDO**  
Name of Staff

  
**HONEY SOFIA V. COLIS**  
Office – Director, ODHRM

Approved:

  
**REMBERTO A. PATINDOL**  
Vice President

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, JENNIFER E. ANDO, of the Office of the Head of L&D and HR Accreditation 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 1, 2021 to June 30, 2021.

  
JENNIFER E. ANDO  
Ratee

Approved:   
HONEY SOFIA V. COLIS  
Rater

| MFO/PAPS  | Success Indicators   | Task Assigned   | Target Jan-June 2021              | 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                          | Pl.7 Number of quality procedures revised/updated  | Assists in revising/updating quality procedure on L&D   | 2 QPs                             | 2 Revised QPs                     | 100.00%    | 5              | 5              | 4              | 4.67           |         |
| ODAHRD MFO. 5: FOI aligned compliance and reporting requirements        | Pl. 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% accomplishment               | 100.00%    | 5              | 5              | 5              | 5              |         |
| ODAHRD MFO 6: Administrative and support services Management            |  |   |                                   |                                   |            |                |                |                |                |         |
| OVPAF MFO 2: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT                  |  |   |                                   |                                   |            |                |                |                |                |         |
| ODAHRD MFO 6: Administrative and support services Management            |  |   |                                   |                                   |            |                |                |                |                |         |
| Pl. 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 new norm | Zero complaint from client served | Zero complaint from client served |            | 5              | 5              | 5              | 5              |         |

|   |   |  |                             |  |  |   |   |   |      |  |
|---|---|--|-----------------------------|--|--|---|---|---|------|--|
| Pl.15 No. of ad hoc committee assignments served/functions performed              | Designated Secretary of the VSU Admin Scholarship Committee   | 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 | 100% accomplishment         | 100% accomplished                                    |  | 5 | 5 | 5 | 5    |  |
|   |   | Prepares excerpts/referendum for signature of committee and approval of the President and distribute to the concerned units/office                             | 100% accomplishment         | 100% accomplished                                    |  | 5 | 5 | 5 | 5    |  |
| <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  | 5in house trainings/webinar | 9 in house trainings/webinar coordinated/facilitated |  | 5 | 5 | 5 | 5    |  |
|   | Certificates prepared and distributed   | Designs/layouts/reproduces certificates to be distributed to participants on the trainings/webinars  | 100% accomplishment         | 100% accomplished                                    |  | 5 | 5 | 5 | 5    |  |
|   | 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 accomplished                            |  | 5 | 5 | 4 | 4.67 |  |

[illegible]



|  |   |   |                     |                     |  |   |   |   |      |  |
|--|---|---|---------------------|---------------------|--|---|---|---|------|--|
|  | 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                   | 10                  |  | 5 | 5 | 5 | 5.00 |  |
|  | Values Restoration Officer  | Prepares and sends to requesting office/DYDC the values for the week for dissemination  | 100% accomplishment | 100% accomplishment |  | 5 | 5 | 5 | 5.00 |  |

|   |  |      |
|---|--|------|
| Average Rating (Total Over-all rating divided by 4) |  | 4.89 |
| Additional Points:                                  |  |      |
| Approved Additional points (with copy of approval)  |  |      |
| FINAL RATING  |  | 4.89 |
| ADJECTIVAL RATING                                   |  | 4.89 |

#### Comments & Recommendations for

#### Development Purposes:

Being newly designated as Head of a unit, Mr. Ando is recommended to participate in the Supervisory Dev. Course.

Evaluated and Rated by:

  
**HONEY SOFIA V. COLIS**

OIC-Director, ODHRM

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

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

Approved by:

  
**REMBERTO A. PATINDOL**

VP, OVPAF

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

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2021

Name of Staff: 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   | 5     | 4 | 3 | 2 | 1 |



|  |       |   |   |   |   |
|--|-------|---|---|---|---|
| improvement of his work accomplishment   |       |   |   |   |   |
| 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  |       |   |   |   |   |
| Average Score  |       |   |   |   |   |

Overall recommendation : Pursue her masteral degree .

  
**HONEY SOFIA V. COLIS**  
 Printed Name and Signature  
 Head of Office,

## PERFORMANCE MONITORING & COACHING JOURNAL

|   |                 |         |
|---|-----------------|---------|
| / | 1 <sup>st</sup> | QUARTER |
| / | 2 <sup>nd</sup> |         |
|   | 3 <sup>rd</sup> |         |
|   | 4 <sup>th</sup> |         |

Name of Office: Office of the Head of Learning and Development & HR Accreditation

Head of Office: JENNIFER E. ANDO

Number of Personnel: 3

| Activity Monitoring | MECHANISM                                 |                                |      |                              | Remarks |
|---------------------|---|--------------------------------|------|------------------------------|---------|
|                     | Meeting                                   |                                | Memo | Others (Pls. specify)        |         |
|                     | One-on-One                                | Group                          |      |                              |         |
| Monitoring          | /<br>via virtual meeting and face to face | /<br>frequent virtual meetings |      | Submission of accom. Report. |         |
| Coaching            | /   |                                |      |                              |         |

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

Conducted by:



**HONEY SOFIA V. COLIS**  
Immediate Supervisor

Noted by:



**REMBERTO A. PATINDOL**  
Next Higher Supervisor



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JENNIFER E. ANDO  
Performance Rating: January to December 31, 2021

Aim: To equip knowledge and skills needed in the current position as well as higher responsibilities in the future.

Proposed Interventions to Improve Performance:

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

First Step: Recommend to VASC for the participation of  
Ms. Ando to Supervisory Dev. Course subject to  
availability of CSC as Resource Person.

Result:

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

Next Step: Attendance of Ms. Ando to Supervisory Dev.  
Course in the last quarter of CY 2021.

Outcome:

Final Step/Recommendation:

Prepared by:

Honey  
**HONEY SOFIA V. COLIS**  
OIC DIRECTOR, ODHRM

Conforme:

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