

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 February 16, 2017 to June 30, 2017.

JENNIFER E. ANDO
Ratee

LOURDES B. CANO
Rater

MFO/PAPS		Success Indicators	Task Assigned	Target Feb. - June 2017	Accomplishments		Rating				Remarks
					Actual Accomplishment	Percentage	Q ¹	E ²	T ³	A ⁴	
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	5	
ODAHRD MFO 4: Learning and Development Services											
Pl. 16 In-house trainings, workshops and other HR interventions conducted/facilitated/document	Coordinates/or facilitates in the conduct of in-house trainings and workshops	Prepares communications for the training, coordinates/facilitate venue and training preparations	5 in house trainings, 200 participants	9 in house trainings, 757 participants	180.00%	5	5	5	5	5	
	No. of certificates distributed	Designs/layouts/reproduces certificates to be distributed to participants	400	702	175.00%	5	4	4	4	4.33	
Training Designs	No. of training designs prepared and developed	Formulates Designs for in-house trainings	2	4	200.00%	5	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	4	5	125.00%	5	4	4	4	4.33	
ODAHRD MFO 8: Human Resource Management Accreditation Services											
P40. Number of PRIME-HRM areas prepared for level 3 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%	5	5	5	4	4.67	

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	2	5						
	Attends meeting and Prepares minutes of meetings			250.00%	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	5	6	120.00%	5	5	5	5.00	
	Signs Vouchers and other documents, attends meetings on her behalf								
	Other tasks performed assigned by superior		5	125.00%	5	5	5	5.00	
	Acts on requests as Master of Ceremony/ documentor/facilitator and other related activities assigned by superiors								
Average Rating			4.77	Comments & Recommendations for Development Purpose:					
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING									
ADJECTIVAL RATING			4.77						

Received by

TERESITA L. QUINOLA
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 _____

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JENNIFER E. ANDO
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LOURDES B. CANO
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	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	5	6					
	Other tasks performed assigned by superior	Acts on requests as Master of 4 Ceremony/ documentor/facilitator and other related activities assigned by superiors	4	5					
Average Rating (Total Over-all rating divided by 36)									
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING									
ADJECTIVAL RATING									
Comments & Recommendations for Development Purpose:									

Received by

TERESITA L. QUINANOLA
Head, PRPEO

Date: _____

Calibrated by

REIMBERTO A. BATINDOL
Chairman PMT/Vice President

Date: _____

Recommending Approval

REIMBERTO A. BATINDOL
VP, OVPAF

Date: _____

Approved by

EDGARDO E. TULIN
President

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: February- June 2017

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
Total Score					
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	4.83				

Overall recommendation : _____


LOURDES B. CANO
Director, ODAHRD

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION
February 16-June 2017

Name of Administrative Staff: JENNIFER E. ANDO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.77	70%	3.33
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.44
TOTAL NUMERICAL RATING			4.77

TOTAL NUMERICAL RATING: 4.77
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.77
ADJECTIVAL RATING: 0

Prepared by:


JENNIFER E. ANDO
Name of Staff

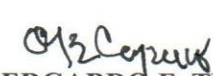
Reviewed by:


LOURDES B. CANO
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION
February 16-June 2017

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TOTAL NUMERICAL RATING: 4.77
Add: Additional Approved Points, if any: _____
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ADJECTIVAL RATING: 0

Prepared by:


JENNIFER E. ANDO
Name of Staff

Reviewed by:


LOURDES B. CANO
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President