

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **GILDA P. NAYRE**

Particulars	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.926	70%	3.4482
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishment	4.916	30%	1.4748
<b>TOTAL NUMERICAL RATING</b>			<b>4.9230</b>

TOTAL NUMERICAL RATING: 4.9230

Add: Additional Points, if any:                     

TOTAL NUMERICAL RATING 4.9230

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

Reviewed by:

  
**GILDA P. NAYRE**

Name of Staff

  
**GUIRALDO C. FERNANDEZ, JR.**

Department/Office Head

Recommending Approval:

  
**REMBERTO A. PATINDOL, Ph.D.**

Chairman, PMT


Approved:

  
**EDGARDO E. TULIN**

President

## INDIVIDUAL PERFORMANCE COMMITMENT &amp; REVIEW FORM (IPCR)

I, Ms. Gilda P. Nayre of the Department of Liberal Arts and Behavioral Sciences 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-JUNE 2016.

  
**GILDA P. NAYRE**  
 Ratee

Approved:

  
**GUIRALDO C. FERNANDEZ, JR.**

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>General Administration and Support Services (GASS)</b>									
Efficient and customer friendly frontline services	0% complaint from client served	No valid complaints from clients	100% no complaint	100% no complaint	5	5	5	5.00	
Teaching Performance Evaluation	Number of teaching performance evaluation facilitated and results submitted to OVPI within the day during the evaluation period	Facilitates Teaching Performance Evaluation by the students	20	45	5	5	5	5.00	Done right after the midterm examinations and instruments submitted to OVPI (assigned to Dept. of Civil Engineering)
Secretariat Works	Number of documents recorded and released:	Records and releases documents	150	387	5	5	5	5.00	Vouchers, Faculty Workload, Actual Teaching Load Assignments, Liquidation Reports, Purchased Request, Annual Procurement Plan, Staff Development Plan, Itinerary travel, CSRs, Appointment for Jos, JO Payrolls, Completion Forms, Leave of Absence, Class Rosters, Grade Sheets, and other documents
	Number of documents/reports prepared and submitted on time: a) Actual Teaching Load b) Standard Government forms c) Examination Papers, d) OPCR and IPCR	Prepares and submits documents on time	95%	100%	5	5	4	4.67	Vouchers, Faculty Workload, Actual Teaching Load Assignments, Liquidation Reports, Purchased Request, Annual Procurement Plan, Staff Development Plan, Itinerary travel, CSRs, Appointment for Jos, JO Payrolls, Completion Forms, Leave of Absence, Class Rosters, Grade Sheets, OPCR, IPCR
	Number of official communications drafted/encoded	Drafts official communications	4	10	4	5	5	4.67	Requests, recommendations for renewal of appointment, etc.
	Number of consolidated/ documents filed	Files official documents	100	175	5	5	5	5.00	Memorandums, Letters, Contracts, Completion Forms, Grade Sheets, Other Documents
	Number of student/faculty clearance countersigned	Countersigns clearance	15	35	5	5	5	5.00	
Other Services	Number of meetings attended	Member of different committees, staff of the Culture and the Arts Center; AdPA BOD Member	2	6	5	5	5	5.00	Culture and the Arts Center, Investigation Committee, AdPA Board of Director
	Number of university committees served	Committee Member	1	1	5	5	5	5.00	Investigation Committee
Total Over-all Rating								44.34	
Average Rating								4.926	
Final Rating								0	

Received by:

Calibrated by:

Recommending Approval:

Approved:

  
**REMBERTO A. PATINDOL, Ph.D.**

  
**BEATRIZ S. BELONIAS, Ph.D.**

  
**EDGARDO E. TULIN, Ph.D.**

Chairman, PMT

Vice Pres. for Instruction

President

Planning Office

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

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

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

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



Date:

Signature:

Signature: DANIEL W. THORNTON JR.

Signature: EDUARDO C. FERNANDEZ JR.

Signature: EDUARDO C. FERNANDEZ JR.

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:

Signature:



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY-JUNE 2016Name of Staff: GILDA P. NAYREPosition: Admin. Aide VI

**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	



