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)
Numerical Rating per IPCR Supervior/Head's assessment of his contribution towards attainment	4.926	70%	3.4482
of office accomplishment	4.916	30%	1.4748
TOTAL NUMERICAL	RATING		4.9230

TOTAL NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING

4.9230

4.9230

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

GILDAP NAYRE

Name of Staff

GUIRALDO C. FERNANDEZ, IR.

Department/Office Head

Recommending Approval:

REMBERIO A. PATINDOL, Ph.D.

Chairman, PMT

Approved:

EDGARDO E. TULIN

President

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

Approved:

GUIRALDO C. FERNANDEZ, JR.

Head of Unit

	Ratee			/ He	ead o	T ymi	1/		
				Actual		R	ating	191	Remarks
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Accomplish ment	Q ¹	E ²	T ³	A ⁴	
Administration and Support Services									
iriendly 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	Reports, Purchased Plan, Itinerary travel, Leave of Absence, C		Reports, Purchased Request, Annual Procurement Plan, Staff Development Plan, Itinerary travel, CSRs, Appointment for Jos, JO Payrolls.Completion Form						
	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 Form
	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	
	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 Citure and the Arts Center, AdPA BOD Member	complaint complaint 20						
	Number of university committees served	Committee Member	1	1	5	5	5	5.00	Investigation Committee
Total Over-all Rating								44.34	
age Rating								4.926	
tival Rating		,						0	
Received by:	Calibrated by:	Recommending Approval:							Approved:

Received by:

Recommending Approval:

REMBERTO A. PATINDOL, Ph.D.

Chairman, PMT

Date:

BEATRIZ S. BELONIAS, Ph.D.

Vice Pres. for Instruction

Date: __/

Approved:

EDGARDO E TULIN, Ph.D.

President 4

Date:

INDINIDUAL ORPOROS COMMITMENT & REV O FORM (IPUR)

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		The second second					ING.	Forms				101		4	+			

Instrument for Performance Effectiveness of Administrative Staff to Instrument Rating Period: JANUARY - JUNE 2016

Name of Staff: GILDA P. NAYRE Position: Admin. Ack 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	Leadership & Managenoitqings9Q qvitatilauQuily to be rated by high
2 1	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 2198	The performance meets job requirements avissas bas visualiv
2	Fair	The performance needs some development to meet job requirements.
1	Poor sittle	The staff fails to meet job requirements esograp and not sets your

A. Co	mmitment (both for subordinates and supervisors)	chem	to no	cale	satis	
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	(5) n	ม 4 ววย อาเมอร		A.E.	1,4
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.		impi tasks			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.	(C)	4 bnend	3	2	1 steve
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		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.	3	4	3	2	1

F	2 2	eself to help atrain the rargets of his/her office by	uts v	gituo a	19.4	91	6
1	13 2	Total Score	angi za	c fle s	tqo	59	<u> </u>
5.	for their in	tes, teaches, monitors, coaches and motivates subordinates approved efficiency and effectiveness in accomplishing their sks needed for the attainment of the calibrated targets of the attainment of the attainment of the calibrated targets of the attainment of t	ent ne	elf-ar urg CHET s with	kes bmit h as encie	SM. Jue 2 Jue 198	2 8 1
4.	Accepts account required	countability for the overall performance and in delivering the uired of his/her unit. The performance and in delivering the uired of his/her unit.	s sen Z tran	strate 4 nce in	mon S Derie	9 (7 2 exp	1
3.		or the purpose of improving efficiency and effectiveness of the processes and functions of the department/office for further of clients. (21021V19QUZ bnp 291pnibrodux 1	Poor Z oth fa	4 nt (bo	3 emil	2 mm	1
2. d		nd creative to draw strategic and specific plans and targets of department aligned to that of the overall plans of the	isfac 2 Fair	Sar 4	3	2	1
1.		tes mastery and expertise in all areas of work to gain trust, d confidence from subordinates and that of higher superiors.	nstat 5	4	3	2	1
		Total Score Management (For supervisors only to be rated by higher management of the performance almost always exceeds the job rated by the performance almost always exceeds the job rated by the performance almost always exceeds the job rated by the performance almost always exceeds the performance almost always exceeds the performance almost always are performanced by the	ptive)escrí	Scale	ale	35
1	2. Willing to	be trained and developed.	(5)	4 _{ov}	3	2	1
est ele		bjective criticisms and opens to suggestions and innovations for nent of his work accomplishment.	(5)	4 raqua	3	2	1
1	functions	s office hours during lean periods by performing non-routine the outputs of which results as a best practice that further effectiveness of the office or satisfaction of clientele.	(5) (5)	4	3	2	1
	the assign	dditional tasks assigned by the head or by higher offices even if ment is not related to his position but critical towards the nt of the functions of the university.		4	3	2	1

Overall recommendation

nadw eldeverter vis GWRALOO C. FERNANDEZ, JR.

 Suggests new v office to its client

Name of Head

assisting co-employees who fail to perform all assigned tasks.

Regularly reports to work on time, logs in upon arrival, secures pass slip