

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF (July-December 2018)

Name of Administrative Staff: ARTEMIO T. NAYRE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
5. Numerical Rating per IPCR	4.80	x 70%	3.36
6. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	x 30%	1.45
TOTAL NUMERICAL RATING			4.81

TOTAL NUMERICAL RATING: 4.81
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.81

ADJECTIVAL RATING: Outstanding

Prepared by:

ARTEMIO T. NAYRE
Name of Staff

Reviewed by:

OTHELLO B. CAPUNO
VP, Res. & Extn.

Recommending Approval:

Approved:

OTHELLO B. CAPUNO
Vice President, Res. & Extn.

Visayas State University
OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION
Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, ARTEMIO T. NAYRE, of the Office of the Vice Pres. for Research and Extension commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December, 2018.

ARTEMIO T. NAYRE
AA III

Date: _____


OTHELLO B. CAPUNO
Vice Pres., RD/E

Date: _____

MFO No.	MFO Description	Success Indicator (SI)		Task Assigned	Target		Rating				Remark
						Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
UMFO 4. Extension Services											
	<u>PI 1.</u> Number of dispatched trips driven safely and passengers conducted/fetched to and from their destination.			Conducts and fetch passengers inside and outside VSU campus.	Outside - 40 W/n Campus - 55	Outside - 60; Inside Campus - 62	5	5	5	5.00	
	<u>PI 2.</u> 100% of the repair and maintenance of the vehicle.			Repairs and maintenance of the vehicle/physical facilities.	100% of repaired	100% repaired	4.8	5	4.8	4.87	
	<u>PI 3.</u> 100% of office documents delivered in the absence of the regular messenger.			Delivers RD/E documents in the absence of the regular messenger; different agencies if needed.	80% docs delivered	92% docs delivered	4.8	4.8	4.8	4.80	
	<u>PI 4.</u> 100% of RD/E documents photocopied/collated.			Photocopying/collating of official documents.	82% photocopied	90% docs photocopied	4.2	4.5	4.5	4.40	
	<u>PI 5.</u> Number of trainings, in-house reviews, agri-fair/exhibits facilitated/conducted to requesting LGUs.			Helps/assists the exhibit team to install the tent and display the exhibit materials.	7 assisted	10 assisted/conducted	4.5	5	5	4.83	
	<u>PI 6.</u> Other tasked assigned by superiors.			Performs other tasks assigned by the supervisor.	90%	100%	4.5	5	4.7	4.73	

OVPI MFO 2. Frontline Services										
	PI 1. Efficient and customer-friendly best practices/new initiatives		Zero percent complaint.	100%	100%	5	5	5	5.00	
Total Over-all Rating									33.63	
Average Rating									4.80	
Adjectival Rating									Outstanding	

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

Comments & Recommendations for Development Purpose:

Very responsible & well-rounded worker. Keep it up.

Evaluated and Rated by:

JOSE L. BACUSMO
Director, Research

Date: _____

- 1 – quality
- 2 – Efficiency
- 3 – Timeliness
- 4 - Average

Recommending Approval:

OTHELLO B. CAPUNO
Vice Pres. for Res. & Extn.

Date: _____

Approved:

OTHELLO B. CAPUNO

Vice Pres. for Research and Extension

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2018

Name of Staff: ARTEMIO T. NAYRE Position: Admin. Aide

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		58			
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		4.93			

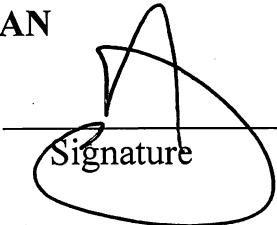
Overall recommendation : Good work!!! Keep it up...

Othello B. Capuno
 VP, Research & Extn.

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ARTEMIO T. NAYRE

Performance Rating: Outstanding


Signature

Aim: To maintain an efficient work performance as Driver.

Proposed Interventions to Improve Performance

Date: July 1, 2018

Target Date: December 31, 2018

First Step:

1. Record or make a schedule of all official travels.
2. Ensure that the vehicle is always in good running condition.

Result:

1. Systematic recording of scheduled trips.
2. Safety of passengers and safe travel.

Date: January 1, 2019

Target Date: June 30, 2019

Next Step

1. Assists the in-charge in the over-all activity of the office as support staff and render overtime work/travel if needed.


Outcome:

1. Efficient office operations

Final Step/Recommendation:

Recommended for promotion

Prepared by:


OTHELLO B. CAPUNO
Unit Head