



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: GILDA P. NAYRE

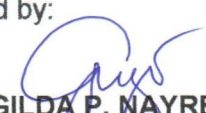
Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.94	70%	3.46
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
TOTAL NUMERICAL RATING			4.96

TOTAL NUMERICAL RATING: 4.96
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.96

FINAL NUMERICAL RATING 4.96

ADJECTIVAL RATING: OUTSTANDING


Prepared by:


GILDA P. NAYRE
Name of Staff


Reviewed by:


JETT C. QUEBEC
Department/Office Head

Recommending Approval:


MA. THERESA P. LORETO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & 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 JULY-DECEMBER 2020.

GILDA P. NAYRE

Admin. Aide VI

Date: January 5, 2021

JETT C. QUEBEC

Department Head

Date: 1-21-21

MA. THERESA P. LORETO

College Dean

Date: 2/15/2021

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
General Administration and Support Services (GASS)									
Efficient and customer friendly frontline services	0% complaint from client served	Serves as frontliner and delivers friendly customer services to clients	100% no complaint	no complaint	5	5	5	5.00	received documents/phone calls, IP msges, etc.
Teaching Performance Evaluation	Number of teaching performance evaluation facilitated and results submitted to OVPI within the day during the evaluation period	Evaluation Facilitator (for 2nd semester)	15	none					No Evaluation because of Pandemic
Administrative/Clerical Services	Number of documents numbered, recorded and released	Records and releases documents	950 (for the whole yr)	410 (June-July only)	4.5	5	5	4.83	All forms followed the prescribed and appropriate format
	Number of teaching loads plotted/assigned to faculty members	Assigns/plots faculty teaching load	400 sections	313 sects (for 1st sem 2020-2021 only)	5	5	5	5.00	7-9 sections per faculty (30 reg; 12 PTs; 4 affiliates)
	Number of documents/reports prepared and submitted on time	Prepares and submits individual faculty workload (IFW), report of actual teaching load, projected workload and other documents, Summary of Ratings (IPCR)	30 IFW, 2 Report of Teaching Load, 2 projected workload	42 IFW, 1 Report of Teaching and 1 projected workload; IPCR Individual Summary	5	5	5	5.00	Submitted on time
	Number of official communications/recommendations drafted/encoded	Drafts official communications	12	5	4	5	5	4.67	All forms used were based on prescribed and appropriate format

	Number of documents prepared for renewal of appointments of faculty and contracts of part-time teachers	Prepares documents	20	5 Regulars; 4 Substitutes; 12 PTs	5	5	5	5.00	PDF, Oath of Office, Cert. of Assumption to Duty, Contracts
	Number of consolidated/ documents filed	Files official documents	200	350	5	5	5	5.00	Approved APB Minutes, Requests, Gradesheets, Communications, TPES, Syllabus, PDS, Contracts, DTRs, Reports.etc.
Other Services	Number of meetings attended		10	2	5	5	5	5.00	Attended the pre-bidding of end-users meetings
	Number of committees/assignments served	Member	2	1	5	5	5	5.00	Area X PSV Accreditation of ABELS
	Number of trainings/seminars attended	Participant	1	3	5	5	5	5.00	Webinars (ISO Re-orientation Webinar and other related
	Number of departmental/university activities participated/facilitated	Participant, Facilitator, Committee Member	2	none					Pandemic
	Number of innovations		1	1	4.5	5	5	4.83	e-filing of documents in the dept.
Total Over-all Rating									

Average Rating (Total Over-all rating divided by number of entries)		4.94
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.94
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:
Mrs. Nayre's contribution to DLABS is without equal. She is efficient, reliable and effective in any administrative work assigned to her. Attending seminars/trainings is recommended for development purposes.

Evaluated & Rated by:

JETT C. QUEBEC

Department Head

Date: _____

Recommending Approval:

mtloredo
MA. THERESA P. LORETO

College Dean

Date: 2/15/2021

Approved:

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BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 2/19/21



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY-DECEMBER 2020

Name of Staff: GILDA P. NAYRE Position: Administrative 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
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

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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					

Overall recommendation : _____



DR. JETT C. QUEBEC

Printed Name and Signature
Head of Office

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