


COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


Name of Administrative Staff: GILDA P. NAYRE

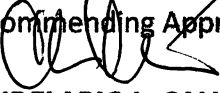
Particulars	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.987	70%	3.4909
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishment	5.000	30%	1.5000
TOTAL NUMERICAL RATING			4.9909


TOTAL NUMERICAL RATING: 4.9909
Add: Additional Points, if any:
TOTAL NUMERICAL RATING 4.9909

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

GILDA P. NAYRE
Name of Staff

Reviewed by:

GUIRALDO C. FERNANDEZ, JR.
Department/Office Head

Recommending Approval:

CANDELARIO L. CALIBO
Dean, CAS

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: GLORIA P. NAYRE

Particulars	Numerical Rating (S)	Percentage Weight (%)	Numerical Rating (Sx3)
1. Numerical Rating per IPCH	4.987	70%	3.4909
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishment	5.000	30%	1.5000
TOTAL NUMERICAL RATING			4.9909

TOTAL NUMERICAL RATING: 4.9909
Add: Additional Points, if any: 0.0000
TOTAL NUMERICAL RATING: 4.9909

ADJECTIVAL RATING: OUTSTANDING

Prepared by: _____ Reviewed by: _____

Name of Staff: GLORIA P. NAYRE

Department/Office Head: GUILLERMO C. HERNANDEZ, JR.

Recommending Approval: _____

CANDELARIO J. CALIBRO
Dean, CAS

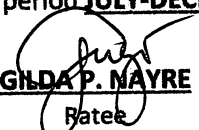
Approved by: _____

BEATRIZ S. SIBOMAS

Vice President for Instruction

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 2018**.


GILDA P. NAYRE

Ratee

Approved:


GUIRALDO C. FERNANDEZ, JR.

Head of Unit

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	Served as frontliner and delivers friendly customer services to clients	100% no complaint	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	Facilitated the conduct of Teaching Performance Evaluation by the students	15	20 sections	5	5	5	5.00	Assigned at Department of Civil Engineering and conducted the evaluation within the period given by OVPI.
Administrative/Clerical Services	Number of documents recorded and released	Recorded and released documents	450	596	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, etc.
	Number of teaching loads plotted/assigned to faculty members	Assigned/plotted faculty teaching load	220 sections	259 sections	5	5	5	5.00	Teaching load assignment for first semester of SY 2018-2019 at 3-8 sections per faculty member
	Number of documents/reports prepared and submitted on time	Prepared and submitted individual faculty workload, report of actual teaching load, projected workload, CAC Report and other documents ; drated the annual report	95%	100%	5	5	4.7	5.00	a) Actual Teaching Load b) Standard Government forms c) Examination Papers c) Individual Faculty workload, Culture and the Arts Center Report
	Number of official communications/recommendations drafted/encoded	Drafted official communications and department memoranda	5	20	5	5	5	5.00	Official communications, recommendations for travels, rehiring/renewal of appointments, etc., department memoranda
	Results of ranking of applicants for teaching position	Consolidated and computed the ratings of the dept. academic personnel committee	20 applicants	32 applicants	5	4.5	5	4.83	Ranking was the basis in the APC recommendation of hiring/rehiring of faculty to teach in the 2nd semester, SY 2018-2019
	Number of consolidated/ documents filed	Filed official documents	80 documents	280 docs	5	5	4.5	5.00	Memorandums, Letters, Contracts, Completion Forms, Grade Sheets, Other Documents, Approved requests/recommendations, etc.
Other Services	Number of committees/affiliations	Support Staff (CAC); Member, Non-Academic Personnel Board	1	2	5	5	5	5.00	Attended CAC meetings and conducted interviews to administrative staff

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Ms. Gilda F. Mayre of the Department of Liberal Arts and Behavioral Sciences commit 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 2018.

Ms. Gilda F. Mayre
Head of Unit

Approved:

Gilda F. Mayre
Head of Unit

MFO & PAFS	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					A ¹	A ²	A ³	A ⁴	
General Administration and Support Services (GASS)	Efficient and customer friendly frontline services	100% no complaint from client service	100% no complaint	7	5	5	5	5.00	
	Teaching Performance Evaluation	Number of teaching performance evaluation facilitated and results submitted to OVPF within the day during the evaluation period	15	20 sections	5	5	5	5.00	Assigned at Department of Civil Engineering and conducted the evaluation within the period given by OVPF.
Administrative/Office Services	Number of documents received and related	Recorded and related documents	480	598	5	5	5	5.00	Workload Faculty Workload, Annual Teaching Load Assignment, Librarian Request, Purchased Request, Annual Procurement Plan, Staff Development Plan, Library Level, OVPF Application for Leave, NO Transfer, Completion Form, Leave of Absence, Class Return, Other Issues, etc.
	Number of teaching loads properly assigned to faculty members	Assigned/allocated faculty teaching load	320 sections	358 sections	5	5	5	5.00	Teaching load assignment for first semester of CY 2018-2019 and 2 sections per faculty member
	Number of documents/reports prepared and submitted on time	Prepared and submitted individual faculty workload report of actual teaching load, OAC Report and other documents; closed the annual report	95%	100%	5	5	4.5	5.00	(a) Actual Teaching Load (b) Standard Government form (c) Examination Papers (d) Individual Faculty workload, Culture and the Arts Center Report
	Number of official communications drafted/encoded	Drafted official communications and department memoranda	5	20	5	5	5	5.00	Official communications, recommendations for travel, recommendation of appointment, etc., department memoranda
	Results of ranking of applicants for teaching position	Completed and completed the ranking of the department's personnel	20 applicants	35 applicants	5	4.5	5	4.83	Ranking was the basis in the APC recommendation of hiring/selection of faculty to teach in the 2nd semester SY 2018-2019
	Number of consolidated documents filed	Filed official documents	80 documents	380 docs	5	5	4.5	5.00	Memoirs, Letters, Contracts, Completion Form, Grants, Sheets, Other Documents, Approved request/recommendations, etc.
Other Services	Number of committee/committees	Supervisory Staff (OAC) Member Non-Academic Personnel from	1	2	5	5	5	5.00	Attended OAC meetings and conducted interviews to academic staff

Number of meetings attended	Member (Culture and Arts Center and Non-Academic Personnel Board)	2	15	5	5	5	5.00	Attended CAC and Non-Academic Personnel Committee meetings
Number of conference/festival attended	Participant	1	2	5	5	5	5.00	Participated the Regional PASUC Culture and the Arts Festival at ESSU, Borongan, E. Samar and National Culture & the Arts Festival & Conference at USP, Davao City
Number of departmental/university activities participated/facilitated	Participant	1	2	5	5	5	5.00	Participated during VSU Faculty & Staff Sportfest; Dept. Team Building Activity
Number of innovations	Prepared the brochure of Bachelor of Arts in English Language Studies curriculum	1	1	5	5	5	5.00	AB-ELS Brochure
Total Over-all Rating							84.83	

Average Rating		4.987
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.987
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:
 Keep up the good work ate Rildz,
 Congrats!

Evaluated & Rated by:

GUIRALDO C. FERNANDEZ, JR.
 Department Head

Date: _____

Recommending Approval:

CANDELARIO L. CALIBO

College Dean

Date: _____

Approved:

BEATRIZ S. BELONIAS

Vice-President for Instruction

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - Dec. 2018Name 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

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					

Overall recommendation : _____

GURALDO C. FERNANDEZ, JR.
Name of Head

"Exhibit I"

PERFORMANCE MONITORING FORM

Name of Employee: **GILDA P. NAYRE**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1.	Prepares faculty workload	Actual Teaching Load, Individual Faculty workload of the faculty members	August 2018	August 2018	August 2018	Impressive	Outstanding	Prepared the teaching load ahead to meet deadlines
2.	Prepares/Drafts official communications/recommendations	Letter Requests and Recommendations	As the need arises	Immediately after request	Immediately after request	Impressive	Outstanding	
3.	Prepares/Encodes government forms and AB-ELS brochure	PPMP, CSR, Annual Reports, Travel Vouchers/Liquidations, PRs, RIS and other Standard Government forms, and AB-EL brochure	July-December 2018	July-December 2018	Within the rating period	Impressive	Outstanding	
4.	Receives, files & retrieves, and records official documents	Efficient record management	Everyday or as the need arises	Within the day	Within the day	Impressive	Outstanding	
5.	Participates in all activities conducted by the department, college and the university	Attendance, certificates if applicable	September 2018	September 2018	September 2018	Impressive	Outstanding	Participated actively in all activities
6.	Attends NAPB and CAC meetings	* Interview admin. applicants; attends meetings *attends Regional and National PASUC Culture and Arts Festival	* Every Friday of the week *November & Dec 2018	* Every Friday of the week *February 2018	* Every Friday of the week *November & December 2018	Impressive	Outstanding	*Attended NAPB meetings **Attended Regional & National PASUC Culture & the Arts Festival
7.	Performs other functions assigned by the department head of the department and the CAC Head		July 2018	September 2018	September & December 2018	Impressive	Outstanding	Performed duties assigned to her

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

GUIRALDO C. FERNANDEZ, JR.
Department Head

Department Head
OSWALDO C. FERNANDES JR

Prepared by:

Outstanding, very satisfactory, satisfactory, unsatisfactory, poor
 Either very impressive, impressive, needs improvement, poor, very poor

No. Task	Task Description	Expected Output	Assigned Date	Accomplished Date to	Actual Date	Quality of Output	Overall Assessment	Remarks
1	Head of department and the CAC department head of the assigned by the Performs other functions		July 2018	September 2018	2018 December September 8	impressive	Outstanding	assigned to per performed duties
2	meets and the Festival Attends MAYB and CAC and the university the department college activities conducted by Participates in all official documents reviews, and records receives, and as	and the Festival attends Regional and National PASUC Office Interviews, equips, applicants, attends meetings	2018 8 Dec November the week Friday of Every	February 2018 the week Every Friday of	2018 December November 8 week Friday of the Every	impressive	Outstanding	Assigned MAYB attended Regional meets Office of the National PASUC attends
3	VB-EGS procure government forms and prepares encodes and signs communications/recomm Prepares Drafts official	procure Standard Government forms and VB-EG Voluntary/Professional, PRA, BIC and other PMMB, CSR, Annual Reports, Travel	2018 December July-	2018 July-December	ending period Within the	impressive	Outstanding	in all activities Participated actively
4	Prepares faculty workload	workload of the faculty members Actual Teaching Load Individual Faculty	2018 August	August 2018	August 2018	impressive	Outstanding	the department prepared load spread to meet deadlines
5	Prepares Drafts official	Letter Requests and Recommendations	need arises As the	request immediately after	after request immediately	impressive	Outstanding	
6	Prepares Drafts official	Letter Requests and Recommendations	need arises As the	request immediately after	after request immediately	impressive	Outstanding	

Name of Employee: OSWALDO C. FERNANDES JR

PERFORMANCE MONITORING FORM

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EMPLOYEE DEVELOPMENT PLAN

Name of Employee: GILDA P. NAYRE

Performance Rating: Outstanding

Aim: To systematize administrative tasks since CAC (Culture & Arts Center) assignments and NAPB meetings are added to her work and time aside from regular DLABS academic and non-academic workloads.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July 1, 2018

Target Date: Within the rating period

First Step:

- a) Segregate DLABS from CAC concerns (administrative documents).
- b) Work overtime to meet deadlines.
- c) Prioritize submission of documents that have deadlines.
- d) Procure all office supplies that will otherwise delay preparation of required documents.

Result:

DLABS always submits on time required documents with deadline. Reports follow prescribed format. Purchase requests are within the approved PPMP. DLABS annual budget and actual expenses more or less are close showing very satisfactory financial management.

Date: December 2018

Target Date: End of first semester

Next Step:

After reviewing financial status, DLABS may opt to recommend increase in budgetary allotment since the department has the largest number of students to cater.


Outcome: NA

Final Step/Recommendation: NA

Prepared by:


GUIRALDO C. FERNANDEZ, JR.
Department Head

Conforme:


GILDA P. NAYRE
Name of Ratee/Faculty/Staff

Name of Ratee/Faculty/Staff
GILDA P. MAYRE

Conformer:

Prepared by:

GUINALDO C. FERNANDEZ JR.
Department Head

Final Step/Recommendation: NA

Outcome: NA

allotment since the department has the largest number of students to cater.

After reviewing financial status, DLABS may opt to recommend increase in budgetary

Next Step:

Date: December 2018

Target Date: End of first semester

management.

budget and actual expenses more or less are close allowing very satisfactory financial prescribed format. Purchase requests are within the approved PPMF. DLABS annual DLABS always submits on time required documents with deadline. Reports follow

Result:

- d) Procure all office supplies that will otherwise delay preparation of required documents.
- c) Prioritize submission of documents that have deadlines.
- b) Work overtime to meet deadlines.
- a) Segregate DLABS from CAC concerns (administrative documents).

First Step:

Date: July 1, 2018

Target Date: Within the rating period

Higher responsibilities:

Proposed interventions to improve performance and/or competence and qualification to assume

workloads.

Aim: To systematize administrative tasks since CAC (Culture & Arts Center) assignments and NABP meetings are added to her work and time aside from regular DLABS academic and non-academic

Performance Rating: Outstanding

Name of Employee: GILDA P. MAYRE

EMPLOYEE DEVELOPMENT PLAN

EXHIBIT L