



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: ARTEMIO T. NAYRE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.57	70%	3.20
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.63

TOTAL NUMERICAL RATING: 4.63

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.63

ADJECTIVAL RATING:

Prepared by:

ARTEMIO T. NAYRE
Name of Staff

Reviewed by:

OTHELLO B. CAPUNO
Department/Office Head

Recommending Approval:

JOSE L. BACUSMO
Director, Research

Approved:

OTHELLO B. CAPUNO
Vice President, RE&I

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARTEMIO T. NAYRE, of the Office of the Vice President for Research, Extension and Innovation 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 1 to June 30, 2020.

ARTEMIO T. NAYRE

Ratee

Approved:

OTHELLO B. CAPUNO

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Research and Extension Administration Services	Number of dispatched trips driven safely and passengers conducted/fetched to and from the destination	Conducts and fetches passengers inside and outside VSU campus	Outside – 30 & w/n campus - 24	Outside – 35; w/n VSU campus - 56	5	5	5	5	Conducted and fetched passengers outside VSU campus (January, February & mid- March & mid of April - June had trips within VSU campus and City of Baybay
	100% of the repair and maintenance of the vehicle	Repairs and maintenance of the vehicle/physical facilities	92% repaired	97% repaired	5	5	5	5	Had travels from the months of January, February & ½ month of March; no travels for mid-March to mid of April - because of community lockdown proclaimed due to COVID 19 pandemic outbreak - but the vehicle was still in good condition before and during the crisis.
	100% of office documents delivered in the absence of the regular messenger and other requesting offices when travel outside the campus	Delivers RD/E documents in the absence of the regular messenger and other requesting offices who will request to send their documents to other agency/office outside the VSU campus	38% documents delivered	50% documents delivered	4	4	4	4	January, February and mid-march were still in a normal work & other ½ month of March to mid of April was on GCQ because of the pandemic (COVID 19); May – June were on new normal work.

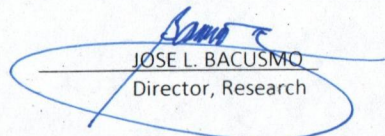
	100% assisting and photocopying of RD/E documents	Assist in photocopying the documents	38% docs photocopied	52% docs photocopied	4	4	4	4	Able to assist in the compilation of docs before and during the COVID 19 pandemic
	Number of meetings, trainings, in-house reviews, agri-fair/exhibits conducted/facilitated/assisted by requesting LGUs	Assists/facilitates the exhibit team to install, display the exhibit products and demolish of booth	1 assisted	3 assisted	5	4	4	4.33	Assisted/facilitated meetings, trainings and in-house reviews e.g. snacks; conducted exhibit team.
	Other tasks assigned by supervisors	Performed other tasks that maybe assigned by the supervisor/superiors	48% performed tasks	98% performed tasks	5	5	5	5	The undersigned performed tasks assigned/required by the supervisors from January-June.
Frontline Services	Efficient and customer-friendly best practices/new initiatives	Zero percent complaint from clients serves	48%	97%	5	4	5	4.66	January – June with no complain
Total Over-all Rating								4.57	

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.57
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:

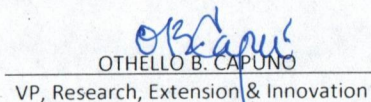
Highly responsible & Committed Driver.
Keep it up!!!

Evaluated & Rated by:


JOSE L. BACUSMO
Director, Research

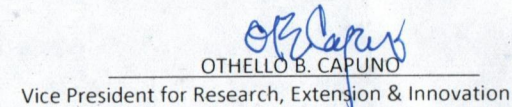
Date: _____

Recommending Approval:


OTHELLO B. CAPUNO
VP, Research, Extension & Innovation

Date: _____

Approved by:


OTHELLO B. CAPUNO
Vice President for Research, Extension & Innovation

Date: _____

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 30, 2020

Name of Staff: Artemio T. Nayre

Position: Admin. Aide III

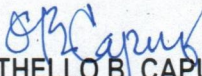
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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 : _____


OTHELLO B. CAPUNO
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ARTEMIO T. NAYRE
Performance Rating: Outstanding

Aim: **To maintain an efficient work performance as Driver.**
Proposed Interventions to Improve Performance:

Date: January 1, 2020 Target Date: June 30, 2020

First Step:

Record or make a schedule of all official travels.

Ensure that the vehicle is always in good running condition.

Result:

Systematic recording of scheduled trips

Safety of passengers and safe travel

Date: July 1, 2020

Target Date: December 31, 2020

Next Step:

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

VP for Research, Extension & Innovation

Conforme:


ARTEMIO T. NAYRE
Name of Ratee Faculty/Staff