

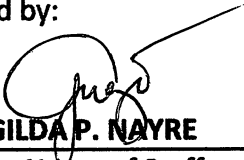
COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


Name of Administrative Staff: **GILDA P. NAYRE**


Particulars	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.963	70%	3.4741
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishment	5.000	30%	1.5000
TOTAL NUMERICAL RATING			4.9741


TOTAL NUMERICAL RATING: 4.9741
Add: Additional Points, if any:
TOTAL NUMERICAL RATING 4.9741

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

GILDA P. NAYRE

Name of Administrative Staff:

Particulars	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.983	70%	3.4741
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishment	5.000	30%	1.5000
TOTAL NUMERICAL RATING			4.9741

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

4.9741
4.9741
OUTSTANDING

ADJECTIVAL RATING:

Reviewed by:

Prepared by:

GILDA P. NAYRE
Department Office Head

GILDA P. NAYRE
Name of Staff

Recommending Approval:


CANDELARIO L. CALBO
Dean, CAS

Approved by:


BEATRIZ S. BELONIAS
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 **JANUARY-JUNE 2018**.


GILDA P. NAYRE
 Ratee

Approved:


GUIRALDO C. FERNANDEZ, JR.
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplish- ment	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	
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	15	20 sections	5	5	5	5.00	Assigned at Department of Civil Engineering
Secretariat Works	Number of documents recorded and released	Records and releases documents	450	538	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
	Number of documents/reports prepared and submitted on time	Prepares and submits documents on time	95%	100%	5	5	4.7	4.90	a) Actual Teaching Load b) Standard Government forms c) Examination Papers c) Individual Faculty workload
	Number of official communications drafted/encoded	Drafts official communications	5	12	5	5	5	5.00	
	Number of consolidated/ documents filed	Files official documents	80 documents	280 docs	5	5	4.5	4.83	Memorandums, Letters, Contracts, Completion Forms, Grade Sheets, Other Documents
Other Services	Number of meetings attended	Member (CAC Staff and Non-Academic Personnel Board)	2	8	5	5	5	5.00	CAC Meetings; NAPB meetings
	Number of university committees served	Committee Member	1	1	5	5	5	5.00	2nd VSU Culture and the Arts Festival

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Dr. Gilda C. Nolasco of the Department of Liberal Arts and Behavioral Sciences, agree 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 2018.

GUILLERMO C. FERNANDEZ JR.

Approved:

Dr. Gilda C. Nolasco

MFO & PAs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	Q2	Q3	Q4	
General Administration and Support Services (GAS)	100% completion from client served	Serves as facilitator and delivers friendly customer services to clients	100% no complaint	no complaint	5	5	5	5	
	Student and customer friendly				5	5	5	5	
	100% completion from client served				5	5	5	5	
Teaching Performance Evaluation	Number of teaching performance evaluation facilitated and results submitted to OVP within the day during the evaluation period	Facilitates Teaching Performance Evaluation by the students	10	20 sections	5	5	5	5	Assigned as Department of Civil Engineering
					5	5	5	5	
					5	5	5	5	
Secretarial Work	Number of documents recorded and released	Records and releases documents	480	838	5	5	5	5	Volunteer Faculty Workload, Actual Teaching Load, Assignment, Publication Report, Purchased Report, Annual Procurement Plan, Staff Development Plan, Itinerary travel, CSR, Appointment for local, Payroll Completion Form, Leave of Absence, Class Roster, Grade Sheet
					5	5	5	5	
					5	5	5	5	
Other Services	Number of documents prepared and submitted on time	Prepares and submits documents on time	95%	100%	5	5	5	5	(s) Actual Teaching Load b) Standard Government Form c) Examination Papers c) Individual Faculty workload
					5	5	5	5	
					5	5	5	5	
Other Services	Number of official documents drafted/recorded	Drafts official communications	5	15	5	5	5	5	
					5	5	5	5	
					5	5	5	5	
Other Services	Number of research documents filed	Files official documents	20 documents	280 docs	5	5	5	5	Memorandum, Letter, Contract, Completion Form, Grade Sheet, Other Documents
					5	5	5	5	
					5	5	5	5	
Other Services	Number of meetings attended	Member (CAC Staff and Non-Academic Personnel Board)	2	8	5	5	5	5	CAC Meeting, NARR meeting
					5	5	5	5	
					5	5	5	5	
Other Services	Number of university committees served	Committee Member	1	1	5	5	5	5	2nd VSU Culture and the Arts Festival
					5	5	5	5	
					5	5	5	5	

	Number of departmental/university activities participated/facilitated	Participant, Facilitator, Secretariat	1	3	4.8	5	5	4.93	Player during VSU Faculty & Staff Sportfest; Prepared the Certificates of Recognition/Participation during the Culture & the Arts Festival; Facilitated/Consolidated the documents needed for the Regional Quality Assurance Evaluation by CHED
Total Over-all Rating								44.67	

Average Rating		4.963
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.963
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:

Ms. Mayre is an excellent staff. In fact, she rated outstanding in her evaluation. Yet, she has to maintain or improve more her excellent performance.

Evaluated & Rated by:

GUIRALDO C. FERNANDEZ, JR.
Department Head

Recommending Approval:

CARDEL ARRAZ L. GALIBO
College Dean
Date:

Approved:

BEATRIZ S. BELONIAS
Vice-President for Instruction
Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY - JUNE 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 : _____

GUINALDO 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 submitted on time	January 2018	January 2018	February 2018	Impressive	Outstanding	Prepare the teaching load ahead to meet deadlines
2.	Prepares/Drafts official communications	Letter Requests and Recommendations	As the need arises	Immediately after request		Impressive	Very Satisfactory	
3.	Prepares/Encodes government forms	PPMP, CSR, Annual Reports, Travel Vouchers/Liquidations, PRs, RIS and other Standard Government forms submitted on time	January 2018	July 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	January 2018	June 2018	April 2018	Impressive	Outstanding	Participated actively in all activities
6.	Attends NAPB and CAC meetings	* Interview admin. applicants; *2 nd VSU Culture and the Arts Festival	* Every Friday of the week *January 2018	* Every Friday of the week *February 2018	* Every Friday of the week *February 2018	Impressive	Outstanding	
7.	Performs other functions assigned by the head of the department and the CAC Head	Reports	January 2018	June 2018	June 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
GUILLERMO C. LERMAVALDE JR.
 Prepared by: _____

Outstanding: very satisfactory; satisfactory; unsatisfactory; poor
 Either very impressive; impressive; needs improvement; poor; very poor

No.	Task Description	Expected Output	Assigned Date	Accomplish Expected Date to	Accomplished Actual Date	Output, Quality of	of output, assessment Overall	Recommendation Remarks
1	Department and the CAC Head assigned by the head of the Department other functions	Reports	2019 January	June 2018	June 2019	impressive	Outstanding	assigned to her performed duties
2	Meetings	5. AGO Office and the Vice Festival * Interview equine education	January the week of February of * Evenly	February 2019 the week of February of * Evenly	February week of February of the * Evenly	impressive	Outstanding	
3	Attended conferences in all activities	Attendance certificates if applicable	2019 January	June 2018	July 2019	impressive	Outstanding	in all activities performed equine
4	Records official documents Received files & releases and forms	Efficient record management Standard Government forms submitted on time	used space on as the Evaluated	Within the day	July 2019	impressive	Outstanding	
5	Interacts/interacts Government communications	Interacts/interacts Government communications	used space as the	Within the day	Within the day	impressive	Outstanding	
6	Prepares report worked	worked of the faculty members submitted on time	2019 January	January 2019	2019 February	impressive	Outstanding	describes lost spread to meet prepare the faculty
7	Actual Testing Load Individual Faculty							

Name of Employee: GUILLERMO C. LERMAVALDE JR.

PERFORMANCE MONITORING FORM

Appendix 1

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 Recipient/Staff

GILDA P. NAYRE

Conformer:

Department Head
GILRADO C. FERNANDEZ JR.

Prepared by:

Final Step/Recommendation: NA

Outcome: NA

alignment since the department has the largest number of students to carry
After reviewing financial status, DLBS2 has opted to recommend increases in budgetary

Next Step:

Date: December 2018

Target Date: End of first semester

management.

budget and actual expenses more or less are close showing very satisfactory financial

prescribed format. Purchase requests are within the approved P&MP. DLBS2 annual

DLBS2 always submit on time required documents with deadline. Reports follow

Result:

c) Procure all office supplies that will otherwise delay preparation of required documents.

c) Prioritize submission of documents that have deadline.

b) Work overtime to meet deadline.

a) Segregate DLBS2 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 NAAB
meetings are added to her work and time aside from regular DLBS2 academic and non-academic

Performance Rating: Outstanding

Name of Employee: GILDA P. NAYRE

EMPLOYEE DEVELOPMENT PLAN