



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: SHIRLEY T. NAYRE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.63	70%	3.24
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
<b>TOTAL NUMERICAL RATING</b>			<b>4.67</b>

TOTAL NUMERICAL RATING: 4.67

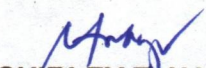
Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.67

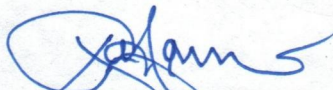
FINAL NUMERICAL RATING 4.67

ADJECTIVAL RATING: OUTSTANDING


Prepared by:

  
**SHIRLEY T. NAYRE**  
Name of Staff

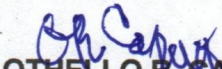
Reviewed by:

  
**ANTONIO P. ABAMO**  
Department/Office Head

Recommending Approval:

  
**OTHELLO B. CAPUNO**  
Vice President for Research, Extension and Innovation

Approved:

  
**OTHELLO B. CAPUNO**  
Vice President for Research, Extension and Innovation



**"Exhibit B"**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, SHIRLEY 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 July 1 to December 31, 2020.

SHIRLEY T. NAYRE

Ratee

Approved:

ANTONIO P. ABAMO

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Extension Administration Services	Number of official documents received, recorded and released	Receives, records and releases all official documents to and going out from the extension unit/office	40	48	5	5	5	5	
	Number of gov't. forms/documents typed, prepared and facilitated for approval	Types vouchers, payrolls, PRs, RIS, Trip Tickets, Application for Leaves, DTR, Travel Orders, Replenishments, OICships, attendance sheets, mailing envelopes, RATA, PPMP and other documents related to extension unit/office	35	42	5	5	5	5	
	Number of official communications prepared, recorded and sent to different depts./centers and letter of invitations to LGUs during FFD/VSU Anniversary	Prepares and send communications/notice of meetings to different depts./centers and letter of invitations to LGUs during FFD/VSU Anniversary	30	32	4	4	5	4.33	
	Number of documents filed	Files official documents of extension unit/office	28	35	5	4	5	4.67	
	Number of assisted and facilitated in the distribution of the technical staff	Assists the technical staff in the performance of their functions on tasks related to her functions	3	4	4	5	4	4.33	



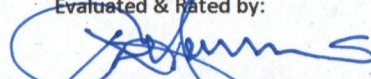
	Number of trainings, in-house reviews and Agri-Fairs/Exhibits facilitated/manned	Facilitates meetings, trainings, in-house reviews, Agri-Fairs/Exhibits and other related RDE activities	5	7	5	5	5	5	
	Other tasks assigned by supervisors	Acts as Co-Chairman in the Anniversary Thanksgiving Mass and Chairman in the Baccalaureate Mass.	0	1	3	5	5	4.33	
		Checks balances of extension budget at the end of the 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> quarter of the month	2	3	4	4	4	4	
		Performs other tasks assigned by the superiors	45%	94%	5	5	5	5	
Frontline Services	Efficient and customer-friendly best practices/new initiatives	Zero percent complaint from client serves	50%	92%	5	4	5	4.67	
Total Over-all Rating								46.33	

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.63
ADJECTIVAL RATING		outstanding!

**Comments & Recommendations for Development Purpose:**

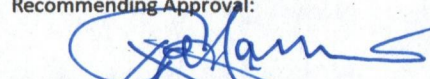
*systematic in the work she does .. must improve in her computer skills !!*

Evaluated & Rated by:

  
**ANTONIO P. ABAMO**  
 Dept/Unit Head


Date: \_\_\_\_\_

Recommending Approval:

  
**ANTONIO P. ABAMO**  
 Dean/Director

Date: \_\_\_\_\_

Approved by:

  
**OTHELLO B. CAPUNO**  
 Vice President

Date: \_\_\_\_\_

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2020

Name of Staff: Shirley T. Nayre

Position: Administrative 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.**

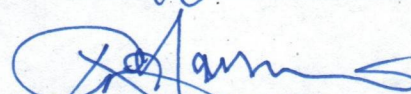
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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	5	4	3	2	1



improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	57				
Average Score	4.75				

Overall recommendation : Excellent support staff



**ANTONIO P. ABAMO**  
Printed Name and Signature  
Head of Office



## EMPLOYEE DEVELOPMENT PLAN

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

Aim: **To have a smooth and efficient office operations.**  
Proposed Interventions to Improve Performance:

Date: July 1, 2020 Target Date: December 31, 2020

First Step:

Attend incoming and outgoing RDE documents  
To come up with a systematic filing and retrieval of documents  
To participate trainings and seminar workshops related to clerical jobs.

Result:

Received/released official RDE documents effectively  
Systematic filing and retrieval of documents achieved  
Attended trainings and seminar workshops

Date: January 1, 2021

Target Date: June 30, 2021

Next Step:

Attend/participate seminar workshops related to clerical works using the new  
normal operation which is Webinars.


Outcome:

1. Efficient in the operations of the office

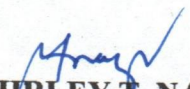
Final Step/Recommendation:

2. Renew services with minimal supervision
3. Recommended for elevation/promotion

Prepared by:

  
ANTONIO P. ABAMO  
Director, Extension

Conforme:

  
SHIRLEY T. NAYRE  
Name of Ratee Faculty/Staff