



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)
3. Numerical Rating per IPCR	4.60	70%	3.22
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.7

TOTAL NUMERICAL RATING: 4.7

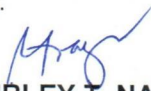
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.7

ADJECTIVAL RATING: OUTSTANDING

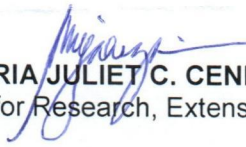
Prepared by:


SHIRLEY T. NAYRE
Name of Staff

Reviewed by:


ANTONIO P. ABAMO
Director, Extension

Recommending Approval:


MARIA JULIET C. CENIZA
Vice President for Research, Extension & Innovation

Approved:


MARIA JULIET C. CENIZA
Vice President for Research, Extension & 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 (OVPREI) 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 to June, 2021.

SHIRLEY T. NAYRE

Ratee

Approved:

ANTONIO R. ABAMO

Head of Unit

MFO and PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
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.	64	70	5	5	5	5	
	Number of government 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.	30	38	5	5	5	5	
	Number of official communications prepares, 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 the FFD/VSU Anniversary.	6	7	4	4	4	4	
	Number of documents filed	Files official documents of extension unit/office	60	62	5	5	5	5	
	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	20	21	4	4	4	4	
	Number of meetings, trainings, in-house reviews and Agri-fairs/Exhibits facilitated/manned	Facilitates meetings, trainings, in-house reviews, Agri-Fairs/Exhibits and other related RDE activities	10	11	5	5	5	5	

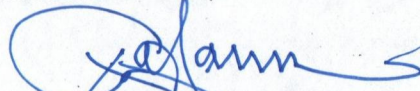
	Other tasks assigned by supervisors	Acts as Co-Chairman in the Anniversary Thanksgiving Mass and Chairman in the Baccalaureatte Mass	0	1	3	5	5	4.33
Frontline Services	Efficient and customer-friendly best practices/new initiatives	Check balances of extension budget at the end of the 2 nd , 3 rd and 4 th quarter of the month	2	2	4	4	4	4
		Performs other tasks assigned by the superior	85%	97%	5	5	5	5
		Zero percent complaint from client serves	93%	97%	5	4	5	4.67
Total Over-all Rating								46.00

Average Rating (Total Over-all rating divided by 4)		4.6
Additional Points:		
Punctuality	XX	
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.6
ADJECTIVAL RATING		Very Satisfactory

Comments & Recommendations for Development Purpose:

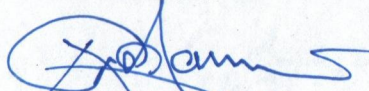
Must upgrade more on her IT skills

Evaluated and Rated by:


ANTONIO P. ABAMO
 Dept./ Unit Head

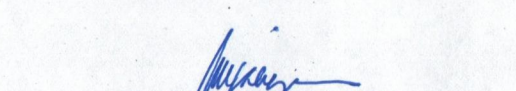
Date: _____

Recommending Approval:


ANTONIO P. ABAMO
 Director, Extension

Date: _____

Approved by:


MARIA JULIET C. CENIZA
 Vice President, Research, Extension & Innovation

Date: _____

1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2021

Name of Staff: Shirley T. Nayre

Position: Adm. 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 59				
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	59/12				
Average Score	4.92				

Overall recommendation : _____


ANTONIO P. ABAMO
 Director for Extension

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: January 1, 2021

Target Date: June 30, 2021

First Step:

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

Result:

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

Date: July 1, 2021

Target Date: December 31, 2021

Next Step:

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


Outcome:

1. Efficient in the operations of the office.


Final Step/Recommendation:

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

Prepared by:


ANTONIO R. ABAMO
Director, Extension

Conforme:


SHIRLEY T. NAYRE
Name of Ratee Faculty/Staff