



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: GILDA P. NAYRE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.950	70%	3.465
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.5
TOTAL NUMERICAL RATING			4.965

TOTAL NUMERICAL RATING: 4.965

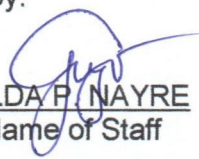
Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.965

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


GILDA P. NAYRE
Name of Staff

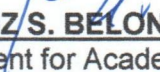
Reviewed by:


JETT C. QUEBEC
Department/Office Head

Recommending Approval:



MA. THERESA P. LORETO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

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-DECEMBER 2022**.


GILDA P. NAYRE

Admin. Aide VI

Date: December 15, 2021


JETT C. QUEBEC

Department Head

Date:


MA. THERESA P. LORETO

Dean, CAS

Date: **2/9/2022**


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	Serves as frontliner and delivers friendly customer services to clients	no complaint	no complaint	5	5	5	5.00	
Administrative/Clerical Services	Number of documents numbered, recorded and released	Serves as dDRC of the dept; assigns control numbers to all quality records of the department	950 (for the whole yr)	1300 for July-December	5	5	5	5.00	Communications, Accomplishment Reports, Grade Sheet, Student Registration Forms, Notice/Attendance/Minutes of Mtngs, TOS, VSUEE, Report oof Completion, IFWs, etc.
	Number of teaching loads plotted/assigned to faculty members	Assigns/plots faculty teaching load (tentative and final)	400 sections per semester	381sections for 1st sem 2021-2022	5	5	5	5.00	7-9 sections per faculty
	Number of documents/reports prepared and submitted on time	Prepares and submits individual faculty workload (IFW), report of actual teaching load, projected workload and other documents, Summary of Ratings (IPCR), OPCR	30 IFW, 2 Report of Teaching Load' 2 projected workload, 30 IPCRs, 1 OPCR	51 IFW (Regular, Substitute, Part-time); 1 Report of Teaching Load, 30 IPCRs, 1 OPCR	5	5	5	5.00	
	Number of official communications/recommenda tions drafted/encoded	Drafts official communications	12 (whole year)	8	4	5	5	4.67	Recommendations, Endorsement letters, Notice of Meetings, Department Memos, etc.
	Number of documents prepared for renewal of appointments of faculty and contracts of part-time teachers	Prepares documents	20	5 Regular-Temporary;2 Substitutes; 22 part-timers	5	5	5	5.00	PDF, Oath of office, Contracts, Certificate of Assumption to Duty, etc.

	Number of consolidated/ documents filed	Files official documents	200	900 docs	5	5	5	5.00	Communications, Memos from the other offices, APB/VSFC minutes, Class Rosters, Report of Completion, TOS, VSUEE, Memos, etc.
Other Services	Number of meetings attended	Coordinator, CAC Indigenous Music Section; ISO related meetings, etc.	10	6 meetings	5	5	5	5.00	BAC meetings for dept. supplies and materials; PSV-related mtngs
	Number of on-line trainings/orientation attended	Participant	1	2	5	5	5	5.00	ISO Awareness/Re-awareness Seminar on September 13, 2021; Refresher Orientation on Document Tracking , November 26, 2021
	Number of innovations	E-filing of department documents	1	1	5	5	4.5	4.83	Official documents were scanned and e-filed for easy retrieval
Total Over-all Rating								49.50	

Average Rating (Total Over-all rating divided by number of entries)		4.950
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.950
ADJECTIVAL RATING		OUTSTANDING


Comments & Recommendations for Development Purpose: Mrs. Nayre's contribution to DLABS is without equal. She is efficient, reliable and effective in any administrative work assigned to her. Recommended to attend online trainings/seminars to gain more knowledge in her field and satisfy personal growth needs.

Evaluated & Rated by:


JETT C. QUEBEC
 Department Head
 Date:

Recommending Approval:

MA. THERESA P. LORETO
 Dean, CAS
 Date: 2/9/2022

Approved:

BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date: 2/15/22



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2021

Name of Staff: GILDA P. NAYRE Position: Administrative 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		60				
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		5.00				

Overall recommendation : The department is fortunate to have
Ms. Gilda.



JETT C. QUEBEC
 Printed Name and Signature
 Head of Office