

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF (July-Dec. 2016)**

Name of Administrative Staff: **ARTEMIO T. NAYRE**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.62	x 70%	3.23
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.65	x 30%	1.39
TOTAL NUMERICAL RATING			4.62

TOTAL NUMERICAL RATING: 4.62

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

Prepared by:

ARTEMIO T. NAYRE
Name of Staff

Reviewed by:

OTHELLO B. CAPUNO
VP, Res. & Extn.

Recommending Approval:

REMBERTO A. PATINDOL
Chairman, PMT

Approved:

EDGARDO E. TULIN
President

Visayas State University
OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION

Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, ARTEMIO T. NAYRE, of the Office of the Vice Pres. for Research and Extension 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 to December, 2016.

ARTEMIO T. NAYRE
AA III

Date: _____


OTHELLO B. CAPUNO
Vice Pres., RD/E

Date: _____

MFO No.	MFO Description	Success Indicator (SI)		Task Assigned	Target		Rating				Remark
						Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
UMFO 4. Extension Services											
	PI 1. Number of dispatched trips driven safely and passengers conducted/fetched to and from their destination.			Conducts and fetch passengers inside and outside VSU campus.	W/n Campus - 40; Outside - 50	W/n Campus - 38; Outside - 65	4.7	4.7	4.7	4.7	
	PI 2. 100% of the repair and maintenance of the vehicle.			Repairs and maintenance of the vehicle/physical facilities.	99% of repaired	97% of repaired	4.7	4.7	4.7	4.7	
	PI 3. 100% of office documents delivered in the absence of the regular messenger.			Delivers RD/E documents in the absence of the regular messenger.	70% docs delivered	72% docs delivered	4.6	4.6	4.6	4.6	
	PI 4. 100% of RD/E documents photocopied/collated.			Photocopying/collating of official documents.	88% photocopied	75% photocopied	4	4	4	4	
	PI 5. Number of trainings, in-house reviews, agri-fair/exhibits facilitated/conducted to requesting LGUs.			Helps/assists the exhibit team to install the tent and display the exhibit materials.	8 assisted	18 assisted	5	5	5	5.00	

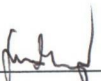
University Assignment	PI 6. Number of hours spent on practices (per month)		Coach of the VSU Softball Varsity team (women)	14 hrs/mo.	0%	4	4	4	4.0	
	PI 7. Other tasked assigned by superiors.		Performs other tasks assigned by the supervisor.	95%	100%	5	5	5	5.0	
OVPI MFO 2. Frontline Sevices										
	PI 1. Efficient and customer-friendly best practices/new initiatives		Zero percent complaint.	100%	100%	5	5	5	5.0	
Total Over-all Rating									4.62	37.0
Average Rating						0.00	0.00	0.00	0.00	4.62
Adjectival Rating										

Received by:

Calibrated by:

Recommending Approval:

Approved:



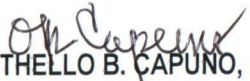

REMBERTO A. PATINDOL, Ph.D.

Planning Officer

Chairman, PMT

Date: _____

Date: _____


OTHELLO B. CAPUNO, Ph.D.
Vice Pres. for Research and Extension

Date: _____


EDGARDO E. TULIN, Ph.D.

President

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2016

Name of Staff: Artemio 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 improvement of his work accomplishment	5	(4)	3	2	1
12. Willing to be trained and developed	(5)	4	3	2	1
Total Score	40/48				
B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)	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	79				
Average Score	4.65				

Overall recommendation

: Very Good, keep it up.

Othello B. Capuno
OTHELLO B. CAPUNO
 Name of Head