



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF  
(January-June 2023)**

**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	5.00	70%	3.50
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.917	30%	1.475
<b>TOTAL NUMERICAL RATING</b>			<b>4.975</b>

TOTAL NUMERICAL RATING: 4.975

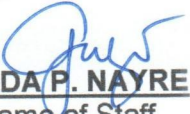
Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING 4.975

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

  
**GILDA P. NAYRE**  
Name of Staff


Reviewed by:

  
**MARIA VANESSA E. GABUNADA**  
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-JUNE 2023**

  
**GILDA P. NAYRE**

Admin. Aide VI

Date: July 10, 2023

  
**MARIA VANESSA E. GABUNADA**

Department Head

Date: 7-19-23

  
**MA. THERESA P. LORETO**

Dean, CAS

Date: JUL 25 2023

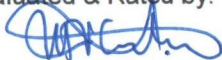
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
General Administration and Support Services (GASS)									
Efficient and customer friendly frontline services	0% complaint from client served	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)	1660 (for Jan-June 2023)	5	5	5	5.00	
	Number of documents encoded in the document tracking system and number of bar codes generated	Encodes document for document tracking and generates bar codes for each document	600	1480	5	5	5	5.00	
	Number of teaching loads plotted/assigned to faculty members	Assigns/plots faculty teaching load (tentative and final)	250 sections per semester	240	5	5	5	5.00	
	Number of subjects/sections updated in the department cumulus	Encodes in the dept. cumulus the names of faculty assigned to handle the subject	250 sections per semester	280	5	5	5	5.00	
	Number of documents/reports	Prepares Report of Actual Teaching Load	2	1/sem	5	5	5	5.00	
		Prepares Individual Faculty Workload	30	29 Regular; 18 Part-timers	5	5	5	5.00	



	prepared and submitted on time	Prepares Projected Faculty Workload for hiring and renewal of appointments	2	2	5	5	5	5.00	
		Prepares Summary of Individual Rating of faculty IPCRs	25	29	5	5	5	5.00	
	Number of official communications/recommendations drafted/encoded	Drafts official communications	5	6	5	5	5	5.00	
	Number of documents prepared for renewal of appointments of faculty and contracts of part-time teachers	Prepares and facilitates the submission of documents for hiring of teachers and renewal of appointments	25	22	5	5	5	5.00	
	Number of documents filed and scanned	Filescand scans official documents	450	944	5	5	5	5.00	
Other Services	Number of meetings attended	Coordinator, CAC Indigenous Music Section; ISO related meetings, etc.	10	4	5	5	6	5.00	
	Number of trainings/seminars attended	Participant	1	NONE					
	Number of innovations	E-filing of department documents	1	1	5	5	5	5.00	
Total Over-all Rating								70.00	

Average Rating (Total Over-all rating divided by number of entries)		5.00
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		5.00
ADJECTIVAL RATING		OUTSTANDING

Evaluated & Rated by:



**MARIA VANESSA E. GABUNADA**

Department Head

Date: 7-19-23

Recommending Approval



**MA. THERESA P. LORETO**

College Dean

Date: JUL 25 2023

#### Comments & Recommendations for Development

5 **Purpose:** Miss Nayre has great multitasking and organizing skills. She can work without supervision. She is proactive and trustworthy. She is recommended to attend more trainings and workshops.

Approved by:



**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

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

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	Report of Actual Teaching Load, Individual Faculty workload of the faculty members	January 2023	June 2023	February 2023	Impressive	Outstanding	Prepared the teaching load ahead to meet deadlines
2.	Prepares/Drafts official communications/notice of meetings, recommendations	Letter Requests, Notice of Meetings and Recommendations	As the need arises	Immediately after request	Immediately after request	Impressive	Outstanding	
3.	Prepares/Encodes government forms	DTR, Annual Reports, Travel Vouchers/Liquidations, PRs, RIS and other Standard Government forms, forms for appointments (renewal, new)	January – June 2023	Every month, at the end the semester and as the need arises	Within the rating period	Impressive	Outstanding	
4.	Receives, files & retrieves official documents,	Efficient record management	Everyday or as the need arises	Within the day	Within the day	Impressive	Outstanding	
5.	Serves as dDRC of the department; assigns control number to all documents; cascades updated forms and processes to faculty members	Efficient record management;	Everyday or as the need arises	Within the day	Within the day	Impressive	Outstanding	Must be updated of the revised quality procedures
6.	Participates in all activities conducted by the department, college and the university	Attendance, certificates if applicable	As the need arises	As the need arises	Jan-June 2023	Impressive	Outstanding	Participated actively in all dept. activities
7.	Attends CAC meetings	Attendance to meetings	January-June 2023	January-June 2023	January-June 2023	Impressive	Outstanding	*Attended CAC meetings
8.	Performs other functions assigned by the department head		January 2023	June 2023	As the need arises	Impressive	Outstanding	Performed duties assigned to her

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

  
**MARIA VANESSA E. GABUNADA**  
 Department Head





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2023

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
Score	Total				
<b>B. Leadership &amp; Management (<i>For supervisors only to be rated by higher supervisor</i>)</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	59				
Average Score	4.917				

Overall recommendation : \_\_\_\_\_



**MARIA VANESSA E. GABUNADA**  
Printed Name and Signature  
Head of Office

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: GILDA P. NAYRE

Performance Rating:

Aim: To systematize administrative tasks

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January, 2023

Target Date: Within the rating period

First Step:

- a) Work overtime to meet deadlines.
- b) Prioritize submission of documents that have deadlines.
- c) Encourage her to attend trainings/seminars for learning and development.

Result:

- a) DLABS always submits on time required documents with deadline.
- b) Reports follow prescribed format.
- c) Purchase requests are within the approved PPMP.
- d) DLABS annual budget and actual expenses more or less are close showing very satisfactory financial management.

Date: July 2023

Target Date: December 2023

Next Step: She is encouraged to attend trainings/seminars for professional growth.

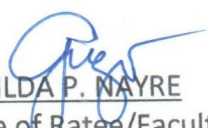
Outcome: NA

Final Step/Recommendation: NA

Prepared by:

  
MARIA VANESSA E. GABUNADA  
Department Head

Conforme:

  
GILDA P. NAYRE  
Name of Ratee/Faculty/Staff