

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: GILDA P. NAYRE


Particulars	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.987	70%	3.4909
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishment	5.000	30%	1.5000
TOTAL NUMERICAL RATING			4.9909

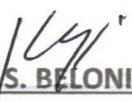
TOTAL NUMERICAL RATING: 4.9909  
Add: Additional Points, if any:                       
TOTAL NUMERICAL RATING 4.9909

ADJECTIVAL RATING: OUTSTANDING

Prepared by:  
  
GILDA P. NAYRE  
Name of Staff

Reviewed by:  
  
GUIRALDO C. FERNANDEZ, JR.  
Department/Office Head

Recommending Approval:  
  
CANDELARIO L. CALIBO  
Dean, CAS

Approved by:  
  
BEATRIZ S. BELONIAS  
Vice President for Instruction

# 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 2019**.

**GILDA P. NAYRE**

Ratee

Approved:

**GUIRALDO C. FERNANDEZ, JR.**

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>	
<b>General Administration and Support Services (GASS)</b>									
Efficient and customer friendly frontline services	0% complaint from client served	Served as frontliner and delivers friendly customer services to clients	100% no complaint	no complaint	5	5	5	5.00	
Teaching Performance Evaluation	Number of teaching performance evaluation facilitated and results submitted to OVPI within the day during the evaluation period	Facilitated the conduct of Teaching Performance Evaluation by the students	15	20 sections	5	5	5	5.00	Assigned at Department of Civil Engineering and conducted the evaluation within the period given by OVPI.
Administrative/Clerical Services	Number of documents recorded and released	Recorded and released documents	450	596	5	5	5	5.00	Vouchers, Faculty Workload, Actual Teaching Load Assignments, Liquidation Reports, Purchased Request, Annual Procurement Plan, Staff Development Plan, Itinerary travel, CSRs, Appointment for Jos, JO Payrolls, Completion Forms, Leave of Absence, Class Rosters, Grade Sheets, etc.
	Number of teaching loads plotted/assigned to faculty members	Assigned/plotted faculty teaching load	220 sections	259 sections	5	5	5	5.00	Teaching load assignment for second semester of SY 2018-2019 at 3-8 sections per faculty member
	Number of documents/reports prepared and submitted on time	Prepared and submitted individual faculty workload, report of actual teaching load, projected workload, CAC Report and other documents ; drated the annual report	95%	100%	5	5	4.7	5.00	a) Actual Teaching Load b) Standard Government forms c) Examination Papers c) Individual Faculty workload, Culture and the Arts Center Report
	Number of official communications/recommendations drafted/encoded	Drafted official communications and department memoranda	5	20	5	5	5	5.00	Official communications, recommendations for travels, rehiring/renewal of appointments, etc., department memoranda
	Results of ranking of applicants for teaching position	Consolidated and computed the ratings of the dept. academic personnel committee	20 applicants	32 applicants	5	4.5	5	4.83	Ranking was the basis in the APC recommendation of hiring/rehiring of faculty to teach in the 2nd semester, SY 2018-2019
	Number of consolidated/ documents filed	Filed official documents	80 documents	280 docs	5	5	4.5	5.00	Memorandums, Letters, Contracts, Completion Forms, Grade Sheets, Other Documents, Approved requests/recommendations, etc.
Other Services	Number of committees/affiliations	Support Staff (CAC); Member, Non-Academic Personnel Board	1	2	5	5	5	5.00	Attended CAC meetings and conducted interviews to administrative staff




	Number of meetings and screening of administrative applicants conducted	Member (Culture and Arts Center and Non-Academic Personnel Board)	2	15	5	5	5	5.00	Attended CAC and Non-Academic Personnel Board meeting and screening of applicants
	Number of conference/festival attended	Participant	1	2	5	5	5	5.00	Participated the Regional PASUC Culture and the Arts Festival at ESSU, Borongan, E. Samar and National Culture & the Arts Festival & Conference at USP, Davao City
	Number of departmental/university activities participated/facilitated	Participant	1	2	5	5	5	5.00	Participated during VSU Faculty & Staff Sportfest; Dept. Team Building Activity
	Number of innovations	Prepared the brochure of Bachelor of Arts in English Language Studies curriculum	1	1	5	5	5	5.00	AB-ELS Brochure
Total Over-all Rating								64.83	

Average Rating		4.987
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.987
ADJECTIVAL RATING		OUTSTANDING

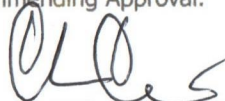
**Comments & Recommendations for Development Purpose:**

Ms. Nayre serves the department well doing what is expected of her as an administrative staff of the department. Yet, she should always keep in her mind that there is always room for improvement. She has to attend trainings and seminars relative to her work for learning and development.


Evaluated & Rated by:

  
**GUIRALDO C. FERNANDEZ, JR.**  
 Department Head  
 Date: \_\_\_\_\_

Recommending Approval:

  
**CANDELARIO L. CALIBO**  
 College Dean  
 Date: \_\_\_\_\_

Approved:

  
**BEATRIZ S. BELONIAS**  
 Vice-President for Instruction  
 Date: \_\_\_\_\_

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan- June 2019Name of Staff: GILDA P. NAYREPosition: Admin. 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.

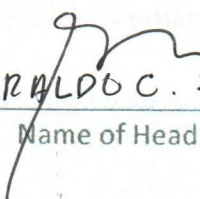
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job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

Overall recommendation :

  
 GUINALDO C. FERNANDEZ, JR.  
 Name of Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: GILDA P. NAYRE

Performance Rating: Outstanding

Aim: To systematize administrative tasks since CAC (Culture & Arts Center) assignments and NAPB meetings are added to her work and time aside from regular DLABS academic and non-academic workloads.

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

Date: January, 2019

Target Date: Within the rating period

First Step:

- a) Segregate DLABS from CAC concerns (administrative documents).
- b) Work overtime to meet deadlines.
- c) Prioritize submission of documents that have deadlines.
- d) Procure all office supplies that will otherwise delay preparation of required documents.
- e) Encouraged 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: December 2019

Target Date: April 2020

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


Outcome: NA

Final Step/Recommendation: NA

Prepared by:

GUINALDO C. FERNANDEZ, JR.  
Department Head

Conforme:

  
GILDA P. NAYRE  
Name of Ratee/Faculty/Staff