



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF  
(July-December 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	5.00	30%	1.50
<b>TOTAL NUMERICAL RATING</b>			<b>5.00</b>

TOTAL NUMERICAL RATING: 5.00

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

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

FINAL NUMERICAL RATING 5.00

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

GILDA P. NAYRE  
Name of Staff

Reviewed by:

AL FRANJON M. VILLAROYA  
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 **JULY - DECEMBER 2023**

**GILDA P. NAYRE**

Admin. Aide VI

Date: Jan. 3, 2024

**AL FRANJON M. VILLARROYA**

Department Head

Date: January 8, 2024

**MA. THERESA P. LORETO**

Dean, CAS

Date: **JAN 19 2024**

JAN 13 2021

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	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)	554 (for July-December)	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	554	5	5	5	5.00	
	Number of sections plotted/assigned to faculty members	Assigns/plots faculty teaching load (tentative and final)	250 sections per semester	205	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	189	5	5	5	5.00	
	Number of documents/reports prepared and submitted on time	Prepares Report of Actual Teaching Load	2	1/sem	5	5	5	5.00	
		Prepares Individual Faculty Workload	30	15 Regular; 13Part-timers	5	5	5	5.00	
		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	15	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 (including part-time) and renewal of appointments of regular faculty	25 (whole yr)	4 regular; 1 substitute; 13 part-time	5	5	5	5.00	
	Number of documents filed and scanned	Files and scans official documents	450 (whole year)	390	5	5	5	5.00	
Other Services	Number of meetings attended	Coordinator, CAC Indigenous Music Section; ISO related meetings, faculty meetings, etc.	10 (whole year)	4	5	5	5	5.00	
	Number of trainings/seminars attended	Participant	1	2	5	5	5	5.00	ISO Awareness and Re-wareness seminar; Document Tracking System
	Number of innovations	E-filing of department documents	1	1	5	5	5	5.00	
Total Over-all Rating								75.00	

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:

AL FRANJON M. VILLAROYA

Department Head

Date: January 8, 2024

Recommending Approval

MA. THERESA P. LORETO

College Dean

Date: JAN 19 2024

#### Comments & Recommendations for Development

**Purpose:** Ms. Nayre displays an outstanding work ethic and is well-versed in the intricate processes of DPSS. She ensures that everything is in place in our department. She is encouraged to attend conferences and seminars to further enhance her talents and skills.

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 01/24/24

**PERFORMANCE MONITORING FORM**Name of Employee: **Gilda P. Nayre**

<b>Task No.</b>	<b>Task Description</b>	<b>Expected Output</b>	<b>Date Assigned</b>	<b>Expected Date to Accomplish</b>	<b>Actual Date accomplished</b>	<b>Quality of Output*</b>	<b>Over-all assessment of output**</b>	<b>Remarks/ Recommendation</b>
1	Serves as dDRC of the department	Assigned control number to all quality records	July 2023	December 2023	Within the rating period	Impressive	Outstanding	
2	Encodes document for document tracking and generates bar codes for each document	Documents encoded in the document tracking system and generated bar codes	July 2023	December 2023	Within the rating period	Impressive	Outstanding	
3	Assigns/plots faculty teaching load	Faculty teaching load	July 2023	December 2023	Within the rating period	Impressive	Outstanding	
4	Encodes in the dept portal (cumulus) the names of faculty assigned to handle the subject	Updated teaching load of department with faculty	July 2023	August 2023	August 2023	Impressive	Outstanding	
6	Prepares report of actual teaching load, projected workload and individual faculty workload	Report of Teaching Load, projected workload and Individual Faculty Workload	July 2023	August 2023	August 2023	Impressive	Outstanding	
7	Prepares Summary of Individual Ratings of IPCRs of all faculty	IPCR summary of individual ratings	December 2023	January 2024	January 2024	Impressive	Outstanding	
8	Prepares contracts of part-time teachers and documents for renewal of appt	Contracts and documents for renewal of appt	August 2023	August 2023	August 2023	Impressive	Outstanding	
9	Attends department and CAC meetings and training	Attended meetings and trainings	July 2023	August 2023	Within the rating period	Impressive	Outstanding	
10	Performs other tasks assigned by the department head	Performed tasks assigned by the head	July 2023	August 2023	Within the rating period	Impressive	Outstanding	

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

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

Prepared by:

  
**AL FRANJON M. VILLARROYA**  
 Department Head





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 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	5	4	3	2	1



improvement of his work accomplishment					
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					
Average Score					

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

  
**AL FRANJON M. VILLAROYA**  
 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, 2024

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

Date: July 2024

Target Date: December 2024

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

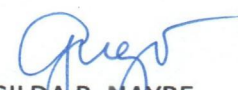
Outcome: NA

Final Step/Recommendation: NA

Prepared by:

  
AL FRANJON M. VILLAROYA  
Department Head

Conforme:

  
GILDA P. NAYRE  
Name of Ratee/Faculty/Staff