



## 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	4.954	70%	3.47
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.5
TOTAL NUMERICAL RATING			4.97

TOTAL NUMERICAL RATING: 4.97


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

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


FINAL NUMERICAL RATING 4.97

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

  
GILDA P. NAYRE  
Name of Staff


Reviewed by:

  
JETT C. QUEBEC  
Department/Office Head

Recommending Approval:

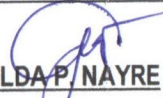
  
MA. THERESA P. LORETO  
Dean/Director


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-JUNE 2021.

  
**GILDA P. NAYRE**  
Admin. Aide VI  
Date: July 7, 2021

  
**JETT C. QUEBEC**  
Department Head  
Date: July 30, 2021

  
**MA. THERESA P. LORETO**  
College Dean  
Date: Aug. 10, 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	Assigns control numbers to all quality records of the department	950 (for the whole yr)	872 for Jan-June 2021	5	5	5	5.00	Communications, Accomplishment Reports, Grade Sheet, Student Registration Forms, Notice/Attendance/Minutes of Mtngs, TOS, VSUEE, Report of Completion, IFWs, etc.
	Number of teaching loads plotted/assigned to faculty members	Assigns/plots faculty teaching load	400 sections (for 2 semesters)	359 sections for 2nd sem 2020-2021 (tentative)	4.5	5	5	4.83	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	49 IFW (Regular, Substitute, Part-time); 1 Report of Teaching Load, 30 IPCRs, 1 OPCR	5	5	5	5.00	
	Number of official communications/recommendations drafted/encoded	Drafts official communications	12	6	4.5	5	5	4.83	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	6 Regular-Temporary; 5 Substitutes; 19 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	4.5	4.83	Communications, Memos from the other offices, APB/VSFC minutes, Grade Sheets, Class Rosters, Report of Completion, TOS, VSUEE, etc.
Teaching Performance Evaluation	Number of teaching performance evaluation facilitated and results submitted to OVPI within the day during the evaluation period	Evaluation Facilitator	15	NONE	NA	NA	NA	NA	TPES for 2nd semester, SY 2020-2021 was conducted online
Other Services	Number of meetings attended		10	6 meetings	5	5	5	5.00	BAC meetings for dept. supplies and materials; PSV-related mtngs
	Number of committees/assignments served	Coordinator/Member	2	3	5	5	5	5.00	Coordinator, CAC Indigenous Section; PSV of ABELS & MSLT Area X -Administration; facilitated the gathering of documents for PSV of MSLT & MAgDev-LT
	Number of trainings/seminars attended	Participant	1	2	5	5	5	5.00	1)Control Your Records before They Control You: The Basics of Record Management and Records Control; January 27, 2021, DOST-STII; 2) "A Culture that Heals: The NCCA-RDC Webinar on Filipino Values and Culture in the Time of Pandemic; March 24, 2021
	Number of innovations	E-filing of department documents	1	1	5	5	5	5.00	Official documents were scanned and e-filed for easy retrieval
Total Over-all Rating								54.49	

Average Rating (Total Over-all rating divided by number of entries)		4.954
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.954
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: July 30, 2021

Recommending Approval:

  
**MA. THERESA P. LORETO**

College Dean

Date: Aug. 10, 2021

Approved:

  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: 8/13/21





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 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	3	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	<u>5</u>	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.	<u>5</u>	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.	<u>5</u>	4	3	2	1
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	<u>5</u>	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	<u>5</u>	4	3	2	1
Total Score		60				
Average Score		5.0				

Overall recommendation : Very efficient and effective. He deserves a promotion. A blessing to the Dept.

JETT C. QUEBEC

Printed Name and Signature  
Head of Office