



**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	4.93	70%	3.451
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
<b>TOTAL NUMERICAL RATING</b>			<b>4.951</b>

TOTAL NUMERICAL RATING: 4.951

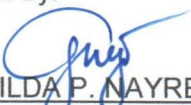
Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.951

FINAL NUMERICAL RATING 4.951

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/Director


Approved:


  
BEATRIZ S. BELONIAS  
Vice President

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 2020.

  
**GILDA P. NAYRE**  
 Admin. Aide VI  
 Date: Sept. 17, 2020

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

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

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	100% no complaint	no complaint	5	5	5	5.00	received documents/phone calls, IP msges, etc.
Teaching Performance Evaluation	Number of teaching performance evaluation facilitated and results submitted to OVPI within the day during the evaluation period	Evaluation Facilitator (for 2nd semester)	15	none					No Evaluation because of Pandemic
Administrative/Clerical Services	Number of documents numbered, recorded and released	Records and releases documents	950 (for the whole yr)	600 (Jan-June only)	4.5	5	5	4.83	All forms followed the prescribed and appropriate format
	Number of teaching loads plotted/assigned to faculty members	Assigns/plots faculty teaching load	400 sections	273 sects (for 2nd sem 2019-2020 only)	5	5	5	5.00	7-9 sections per faculty (28 reg; 9 PTs; 4 affiliates)




	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)	30 IFW, 2 Report of Teaching Load' 2 projected workload	41 IFW, 1 Report of Teaching and 1 projected workload; IPCR Individual Summary	5	5	5	5.00	Submitted on time
	Number of documents prepared and submitted	Prepares Skeletal Force, Collates Planned Outputs & Accomplishment Reports of Faculty	3 docs per week	4 Skeletal Force sched, 4 consolidated planned outputs & accomplishment reports	5	5	5	5.00	3 admin staff, 1 head, 25 regular faculty & 9 part-timers
	Number of official communications/recommendations drafted/encoded	Drafts official communications	12	5	4	5	5	4.67	All forms used were based on prescribed and appropriate format
	Number of documents prepared for renewal of appointments of faculty and contracts of part-time teachers	Prepares documents	20	5 Regulars; 4 Substitutes; 9 PTs	5	5	5	5.00	PDF, Oath of Office, Cert. of Assumption to Duty, Contracts
	Number of consolidated/ documents filed	Files official documents	200	320	5	5	5	5.00	Approved APB Minutes, Requests, Gradesheets, Communications, TPES, Syllabus, PDS, Contracts, DTRs, Reports, etc.
Other Services	Number of meetings attended	NAPB Member	10	14 (Jan-June 2020)	5	5	5	5.00	Applicants' interviews & Meetings
	Number of committees/assignments served	Member	2	none					Pandemic
	Number of trainings/seminars attended	Participant	1	none					Pandemic
	Number of departmental/university activities participated/facilitated	Participant, Facilitator, Committee Member	2	none					Pandemic
	Number of innovations	Lay-outing	1	1	4.5	5	5	4.83	updated the ABELS brochure
Total Over-all Rating								4.93	

Average Rating (Total Over-all rating divided by number of entries)		4.93
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.93
ADJECTIVAL RATING		OUTSTANDING


**Comments & Recommendations for Development Purpose:**

Mrs. Nayre's contribution to DLABS is without equal. She is efficient and effective in any administrative work assigned to her. The department's administrative and academic documents are very well organized because of her.


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: 11/27/20



**"Exhibit I"**

**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 2020	June 2020	January 31, 2019	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 – December 2020	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	September 2020	Impressive	Outstanding	Participated actively in all dept. activities
7.	Attends NAPB meetings	* Interview admin. applicants; attends meetings	* Every Friday of the week	* Every Friday of the week	January-June only	Impressive	Outstanding	*Attended NAPB meetings
8.	Performs other functions assigned by the department head		January 2020	June 2020	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:

  
**GUIRALDO C. FERNANDEZ, JR.**  
Department Head





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY-JUNE 2020**

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

Vision:  
Mission:

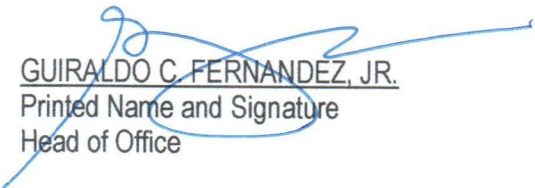
A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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No. **262**

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 : \_\_\_\_\_

  
GUIRALDO C. FERNANDEZ, JR.  
 Printed Name and Signature  
 Head of Office



EMPLOYEE DEVELOPMENT PLAN

Name of Employee: GILDA P. NAYRE

Performance Rating: Outstanding

Aim: To systematize administrative tasks since NAPB meetings are added to her work and time aside from regular DLABS workloads.

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

Date: January, 2020

Target Date: Within the rating period

First Step:

- a) Work overtime to meet deadlines.
- b) Prioritize submission of documents that have deadlines.
- c) Procure all office supplies that will otherwise delay preparation of required documents.
- d) 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 2020

Target Date: December 2020

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

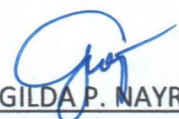
Outcome: NA

Final Step/Recommendation: NA

Prepared by:

  
GUIRALDO C. FERNANDEZ, JR.  
Department Head

Conforme:

  
GILDA P. NAYRE  
Name of Ratee/Faculty/Staff