

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF (July-December 2018)

Name of Administrative Staff: SHIRLEY T. NAYRE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
5. Numerical Rating per IPCR	4.78	x 70%	3.35
6. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.33	x 30%	1.30
TOTAL NUMERICAL RATING			4.65

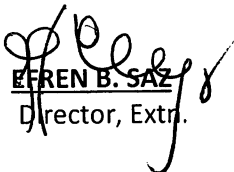
TOTAL NUMERICAL RATING: 4.65  
Add: Additional Approved Points, if any:             
TOTAL NUMERICAL RATING: 4.65

ADJECTIVAL RATING: Outstanding


Prepared by:

  
SHIRLEY T. NAYRE  
Name of Staff


Reviewed by:

  
EREN B. SAZ  
Director, Extn.

Recommending Approval:

  
OTHELLO B. CAPUNO  
VP, Res. & Extn.

Approved:

  
OTHELLO B. CAPUNO  
Vice Pres. for Res. & Extn.

Visayas State University  
**OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION**  
 Visca, Baybay City, Leyte

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)**

I, SHIRLEY T. NAYRE, of the OVPRE, Extension Office\_ 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 to December, 2018.

  
**SHIRLEY T. NAYRE**  
 AA III

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

  
**EFREN B. SAZ**  
 Director for Extension

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

MFO No.	MFO Description	Success Indicator (SI)		Task Assigned	Target	Actual Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
UMFO 4. Extension Services											
	<u>PI 1.</u> Number of official documents received, recorded and released.			Receives, records and releases all official documents to and going out from the extension unit.	100	170	4.5	4.8	5	4.77	
	<u>PI 2.</u> Number of gov't. forms/documents typed, prepared and facilitated for approval.			Types vouchers, payrolls, PRs, RIS, Trip Tickets, Application for Leaves, CSRs, Travel Orders/Reimbursements, Appointments, OICships, attendance sheets, mailing envelopes, RATA, PPMP and other documents related to extension unit.	200	230	5	5	5	5.00	
	<u>PI 3.</u> Number of official communications prepared, recorded and sent to different depts/centers and letter of of invitations to LGUs during FFD/VSU Anniversary.			Prepares and send communications/notice of meetings to different depts/centers and letter of invitations to LGUs during FFD/VSU Anniversary.	150	215	5	5	5	5.00	
	<u>PI 4.</u> Number of documents filed.			Files official documents of extension unit.	83	175	4	4.5	4.2	4.23	

OVPI MFO 2. Frontline Services	PI 5. Number of assisted and facilitated the distribution of the technical staff functions.	Assists the technical staff in the performance of their functions on tasks related to her functions.	5	18	4.5	4.7	4.5	4.57
	PI 6. Number of trainings, in-house reviews, agri-fair/exhibits facilitated.	Facilitated trainings, in-house reviews, agri-fair/exhibits and other related RDE activities.	4	10	5	5	5	5.00
	PI 7. Number of other tasks accomplished.	Performs other tasks assigned i.e. photocopying and collating of official documents.	78%	95%	4	4.5	5	4.50
	PI 8. Other tasked assigned by superiors.	Acts as Co-Chairman in the registration committee during Baybay Agro-Fair Fiesta.	0	1	5	5	5	5.00
		Acts as Co-Chairman in the Anniversary Thanksgiving Mass.	0	1	5	5	5	5.00
		Acts as Chairman in the Baccalaureate Mass.	1	1	5	5	5	5.00
		Checks balances of extension budget at the end of the 2nd & 3rd qtr of the year.	2	2	4	4.5	4.2	4.23
		Performs other tasks assigned by the supervisor.	92%	99%	4.8	5	4.9	4.90
	PI 1. Efficient and customer-friendly best practices/new initiatives.	Zero percent complaint from clients serves.	94%	100%	5	5	5	5.00
Total Over-all Rating								62.20
Average Rating								4.78
Adjectival Rating					Outstanding			

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:

*Be more considerate to your co-workers. Very hardworking worker.*

Evaluated and Rated by:

*Efren B. Saz*  
EFREN B. SAZ  
Director

Date:

- 1 - quality
- 2 - Efficiency
- 3 - Timeliness
- 4 - Average

Recommending Approval:

*Othello B. Capuno*  
OTHELLO B. CAPUNO  
VP, Res. & Extension

Date:

Recommending Approval:

*Othello B. Capuno*  
OTHELLO B. CAPUNO, Ph.D.  
Vice Pres. for Research and Extension  
Date:

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1-December 2018

Name of Staff: SHIRLEY T. NAYRE Position: Administrative Aide III


**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	52 / 12				
<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	52 / 12				
Average Score	4.33				

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

  
**EFREN B. SAZ**  
Director, Extn.

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: SHIRLEY T. NAYRE

Performance Rating: Outstanding

  
\_\_\_\_\_  
Signature

**Aim: To have a smooth and efficient office operations.**

### **Proposed Interventions to Improve Performance**

Date: July 1, 2018

Target Date: December 31, 2018

First Step:

1. Attend incoming and outgoing RDE documents.
2. To come up with a systematic filing and retrieval of documents.
3. Draft communications for meetings/notices.
4. To attend a training on data management system.

Result:

1. Received/released official RDE documents effectively.
2. Systematic filing and retrieval of documents achieved.
3. Finalized and sent communications of notices/meetings and invitations.

Date: January 1, 2019

Target Date: June 30, 2019

Next Step

1. Application of data base management system.

Outcome:

1. Efficient in the operations of the office.

Final Step/Recommendation:

1. Renew services with minimal supervision.
2. Recommended for elevation/promotion.
- 3.

Prepared by:

  
**OTHELLO B. CAPUNO**  
Unit Head