



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: ARTEMIO T. NAYRE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.83	70%	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.81

TOTAL NUMERICAL RATING: 4.81

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.81

FINAL NUMERICAL RATING Outstanding

ADJECTIVAL RATING:

Prepared by:

ARTEMIO T. NAYRE
Name of Staff

Reviewed by:

OTHELLO B. CAPUNO
VP, Research & Extension

Recommending Approval:

OTHELLO B. CAPUNO
VP, Research & Extension

Approved:

OTHELLO B. CAPUNO
Vice President for Research and Extension

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **ARTEMIO 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 January to June, 2019.

ARTEMIO T. NAYRE
AA III

Date: _____

OTHELLO B. CAPUNO
VP, Research and Extension

Date: _____

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
1	Research and Extension Administration Services	Number of dispatched trips driven safely and passengers conducted/fetched to and from the destination.	Conducts and fetch passengers inside and outside VSU campus.	Within campus – 65, Outside - 75	72 within campus; 88 outside	5	5	5	5.0	
		100% of the repair and maintenance of the vehicle	Repairs and maintenance of the vehicle/physical facilities.	92% of repaired	99% repaired	4.8	5	5	4.93	
		100% of office documents delivered in the absence of the regular messenger and other requesting offices when travel outside the campus.	Delivers RD/E documents in the absence of the regular messenger and other requesting offices who will request to send their documents to agency/office outside the VSU campus.	60% docs delivered	90% docs delivered	4.6	4.7	4.5	4.6	
		100% of assisting RD/E documents photocopied and collated..	Assists in photocopying and collating of RD/E documents in needed.	75% photocopied	88% photocopied	4.5	4.7	4.5	4.6	

		Number of trainings, in-house review, agri-fair/exhibits conducted/facilitated by requesting LGUs.	Assists the exhibit teams to install/demolish the booth as well as displaying and exhibit materials.	8 assisted/ conducted	14 assisted/ conducted	4.7	4.8	5	4.83	
		Other tasked assigned by superiors.	Performs other tasks that maybe assigned by the supervisor/superiors.	97%	99%	4.8	4.9	5	4.90	
2	Frontline Services	Efficient and customer-friendly best practices/new initiatives.	Zero percent complaint from clients serves.	99%	100%	5	5	5	5.0	
Total Over-all Rating									33.86	
Average Rating									4.83	
Adjectival Rating										
Average Rating (Total Over-all rating divided by 4)						Comments & Recommendations for Development Purpose:				
Additional Points:						Very dependable worker and willing to serve other tasks in our office, keep it up!!!				
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING										
ADJECTIVAL RATING										

Evaluated and Rated by:

OB Capuno
OTHELLO B. CAPUNO

VP, Research & Extension

Date: _____

1 – quality

2 – Efficiency

3 – Timeliness

4 - Average

Recommending Approval:

OB Capuno
OTHELLO B. CAPUNO

VP, Research & Extension

Date: _____

Approved:

OB Capuno
OTHELLO B. CAPUNO

Vice Pres. for Research and Extension

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2019Name of Staff: Artemio T. Nayre Position: Admin. Aide

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						57/12				
B. Leadership & Management (For supervisors only to be rated by higher supervisor)						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						57/12				
Average Score						4.75				

Overall recommendation

: *Keep your ^{good} driving services always. Keep it up!!!*

Othello B. Capuno
OTHELLO B. CAPUNO

Vice Pres. for Research & Extension

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ARTEMIO T. NAYRE

Performance Rating: Outstanding

Signature

Aim: To maintain an efficient work performance as Driver.

Proposed Interventions to Improve Performance

Date: January 1, 2019

Target Date: June 30, 2019

First Step:

1. Record or make a schedule of all official travels.
2. Ensure that the vehicle is always in good running condition.

Result:

1. Systematic recording of scheduled trips.
2. Safety of passengers and safe travel.

Date: July 1, 2019

Target Date: December 31, 2019

Next Step

1. Assists the in-charge in the over-all activity of the office as support staff and render overtime work/travel if needed.

Outcome:

1. Efficient office operations

Final Step/Recommendation:

Recommended for promotion

Prepared by:


OTHELLO B. CAPUNO

Vice Pres. for Research & Extension