

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **GILDA P. NAYRE**

Particulars	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.963	70%	3.4741
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishment	5.000	30%	1.5000
<b>TOTAL NUMERICAL RATING</b>			<b>4.9741</b>

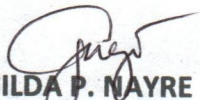
TOTAL NUMERICAL RATING: 4.9741

Add: Additional Points, if any:                     

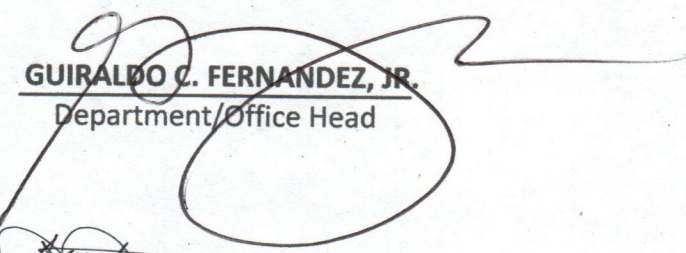
TOTAL NUMERICAL RATING 4.9741

ADJECTIVAL RATING: **OUTSTANDING**

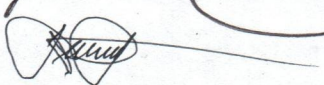
Prepared by:

  
**GILDA P. NAYRE**  
Name of Staff

Reviewed by:

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

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
Chairman, PMT

Approved:

  
**EDGARDO E. TULIN**  
President

# COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

GILDA P. MAYRE

Name of Administrative Staff

Particulars	Numerical Rating (2)	Percentage Weight (2)	Divisional Numerical Rating (2x2)
1. Numerical Rating per IPGR	4.000	70%	2.800
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishment	5.000	30%	1.500
<b>TOTAL NUMERICAL RATING</b>			<b>4.300</b>

TOTAL NUMERICAL RATING

Add Additional Points, if any

TOTAL NUMERICAL RATING

4.300

4.300

OUTSTANDING

ADJECTIVAL RATING

Reviewed by:

Reviewed by:

GILBERTO C. FERNANDEZ JR.

Department Office Head

GILDA P. MAYRE

Name of Staff

Recommending Approval

REMBERTO A. PATINDOL

Chairman, PMT

Approved:

EDGARDO E. TULIN

President



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

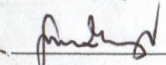
I, **Ms. Gilda P. Nayre** of the **Department of Liberal Arts and Behavioral Sciences** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JULY-DECEMBER 2016**.

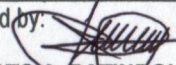
**GILDA P. NAYRE**  
Ratee

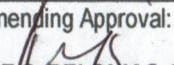
Approved:

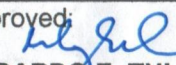
**GUIRALDO C. FERNANDEZ, JR.**  
Head of Unit

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	100% no complaints	100% no complaint	no complaint	5	5	5	5.00	
Teaching Performance Evaluation	Number of teaching performance evaluation facilitated and results submitted to OVPI within the day during the evaluation period	Facilitate Teaching Performance Evaluation by the students	15	20	5	5	5	5.00	Assigned at Dept. of Civil Engineering and done right after the midterm examination.
Secretariat Works	Number of documents recorded and released:	Recorded and released documents	100	384	5	5	5	5.00	Vouchers, Faculty Workload, Actual Teaching Load Assignments, Liquidation Reports, Purchased Request, Annual Procurement Plan, Staff Development Plan, Itinerary travel, CSRs, Appointment for Jos, JO Payrolls, Completion Forms, Leave of Absence, Class Rosters, Grade Sheets
	Number of documents/reports prepared and submitted on time: a) Actual Teaching Load b) Standard Government forms c) Examination Papers	Prepared and submitted documents on time	95%	100%	5	5	4	4.67	
	Number of official communications drafted/encoded	Drafted official communications	5	8	5	5	5	5.00	
	Number of consolidated/ documents filed	Filed official documents	50 documents	396	5	5	5	5.00	Memorandums, Letters, Contracts, Completion Forms, Grade Sheets, Other Documents
Services	Number of meetings attended	Member of different committees, staff of the Culture and the Arts Center	2	6	5	5	5	5.00	Culture and the Arts Center meetings re- VSU Anniversary, VSU Night, PASUC Reg'l & Nat'l Culture and the Arts Festival
	Number of university committees served	Committee Member	1	4	5	5	5	5.00	Student Disciplinary Committee, VSU Anniversary, VSU Night, 8th Regional PASUC Culture and the Arts Festival
	Number of activities/festivals attended	Documenter during the 8th National PASUC Culture and the Arts Festival	1	1	5	5	5	5.00	
Total Over-all Rating								44.67	
Average Rating								4.963	
Adjectival Rating								O	

Received by:  Planning Office  
Date: \_\_\_\_\_

Calibrated by:  **REMBERTO A. PATINDOL**  
Chairman, PMT  
Date: \_\_\_\_\_

Recommending Approval:  **BEATRIZ S. BELONIAS, Ph.D.**  
Vice Pres. for Instruction  
Date: \_\_\_\_\_

Approved:  **EDGARDO E. TULIN, Ph.D.**  
President  
Date: \_\_\_\_\_







## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY - DECEMBER 2016Name of Staff: GILDA P. NAYREPosition: Admin. 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.

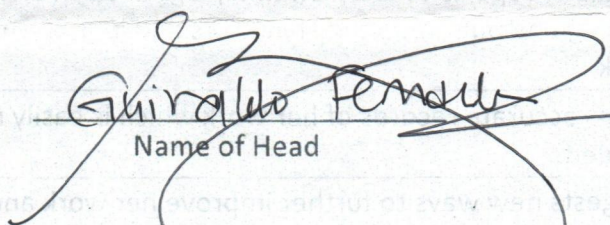
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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
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		5.0			

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

  
Name of Head