



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
(January-June 2024)

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.79	70%	3.353
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
TOTAL NUMERICAL RATING			4.853

TOTAL NUMERICAL RATING: 4.853
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.853

FINAL NUMERICAL RATING 4.853

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

GILDA P. NAYRE

Name of Staff

Reviewed by:

AL FRANJON M. VILLAROYA

Department/Office Head

Recommending Approval:

GLENN G. PAJARES

Dean/Director

Approved:

ROTACIO S. GRAVOSO

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 2024**.


GILDA P. NAYRE

Admin. Aide VI

Date: July 1, 2024


AL FRANJON M. VILLAROYA

Department Head

Date: July 5, 2024

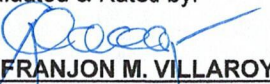
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
General Administration and Support Services (GASS)									
Efficient and customer friendly frontline services	0% complaint from client served	Serves as frontliner and delivers friendly customer services to clients	no complaint	no complaint					
Administrative/Clerical Services	Number of documents numbered, recorded and released	Serves as dDRC of the dept; assigns control numbers to all quality records of the department	950 (for the whole yr)	1,282	5	5	5	5.00	for Jan-June only
	Number of documents encoded in the document tracking system and number of bar codes generated	Encodes document for document tracking and generates bar codes for each document	1200 for whole yr	679	5	5	5	5.00	for Jan-June only
	Number of sections plotted/assigned to faculty members	Assigns/plots faculty teaching load (tentative and final)	250 sections per semester	190	4	4	4	4.00	2nd sem 2024-2025
	Number of subjects/sections updated in the department cumulus	Encodes in the dept. cumulus the names of faculty assigned to handle the subject	250 sections per semester	190	4	4	4	4.00	2nd sem 2024-2025
	Number of documents/reports prepared and submitted on time	Prepares Report of Actual Teaching Load	2 for 2 sems	1	5	5	5	5.00	2nd sem 2024-2025
		Prepares Individual Faculty Workload	20 per sem	26	5	5	5	5.00	2nd sem 2024-2025
		Prepares Projected Faculty Workload for hiring and renewal of appointments	2 for 2 sems	2	5	5	5	5.00	for request to hire and recommendation to hire
		Prepares Summary of Individual Rating of faculty IPCRs	20 per sem	15	4	4	4	4.00	for January-June rating period

	Number of official communications/recommendations drafted/encoded	Drafts official communications	5 for whole yr	4	5	5	5	5.00	
	Number of documents prepared for renewal of appointments of faculty and contracts of part-time teachers	Prepares and facilitates the submission of documents for hiring of teachers (including part-time) and renewal of appointments of regular faculty	25 (whole yr)	12	5	5	5	5.00	11 contracts; 1 change of status from temp to permanent
	Number of documents filed and scanned	Files and scans official documents	450 (whole year)	287	5	5	5	5.00	
Other Services	Number of meetings attended	Coordinator, CAC Indigenous Music Section; ISO related meetings, faculty meetings, etc.	10 (whole year)	3	5	5	5	5.00	department & college dDRCmeetings
	Number of trainings/seminars attended	Participant	1 for whole year	1	5	5	5	5.00	Shaoing Culture: Embracing Values for Optimal Workplace Performance
	Number of innovations	E-filing of department documents	1 for whole year	1	5	5	5	5.00	
Total Over-all Rating								67.00	

Average Rating (Total Over-all rating divided by number of entries)		4.79
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.79
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development
Purpose: Ms. Nayre being the DPSS ddrcc ensures every document in the dept is secured and well accounted for. She is very efficient in the task given and always willing to take an extra mile by initiating best practices for the benefit of DPSS. She is encouraged to attend conferences and seminars to further enhance her talents and skills.

Evaluated & Rated by:


AL FRANJON M. VILLAROJA

Department Head

Date: July 5, 2014

Recommending Approval


GLENN G. PAJARES

College Dean

Date: 7-9-2014

Approved by:


ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date:

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	Serves as dDRC of the department	Assigned control number to all quality records	January 2024	June 2024	Within the rating period	Impressive	Outstanding	
2	Encodes document for document tracking and generates bar codes for each document	Documents encoded in the document tracking system and generated bar codes	January 2024	June 2024	Within the rating period	Impressive	Outstanding	
3	Assigns/plots faculty teaching load	Faculty teaching load	January 2024	June 2024	Within the rating period	Impressive	Outstanding	
4	Encodes in the dept portal (cumulus) the names of faculty assigned to handle the subject	Updated teaching load of department with faculty	January 2024	June 2024	August 2023	Impressive	Outstanding	
6	Prepares report of actual teaching load, projected workload and individual faculty workload	Report of Teaching Load, projected workload and Individual Faculty Workload	January 2024	June 2024	August 2023	Impressive	Outstanding	
7	Prepares Summary of Individual Ratings of IPCRs of all faculty	IPCR summary of individual ratings	June 2024	July 2024	January 2024	Impressive	Outstanding	
8	Prepares contracts of part-time teachers and documents for renewal of appt	Contracts and documents for renewal of appt	January 2024	February 2024	August 2023	Impressive	Outstanding	
9	Attends department and CAC meetings and training	Attended meetings and trainings	January 2024	June 2024	Within the rating period	Impressive	Outstanding	
10	Performs other tasks assigned by the department head	Performed tasks assigned by the head	January 2024	January-June 2024	Within the rating period	Impressive	Outstanding	

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


AL FRANJON M. VILLAROYA
 Department Head

PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
✓	2nd	
	3rd	
	4th	

Name of Office: Dept. of Philosophy & Social Sciences

Head of Office: Al Franjon M. Villaroya

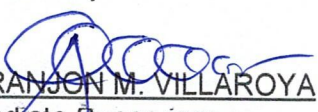
Number of Personnel: 27 (15 regular faculty & staff; 11 part-time faculty; 1 job order admin staff)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring The monitoring of faculty was done through classroom observations conducted during the 2 nd semester, SY 2023-2024.		The Department Head together with a DPC member conducted the classroom observations and conducted meetings relative thereto.			Faculty and staff attendance are monitored through biometrics and logbook. They reminded to use appropriate teaching strategies and classroom management to improve performance in instruction.
Coaching Rose C. Capulla	Ms. Capulla was called to explain her reaction to the TPES results in the 1st semester Sy 2023-2024. Ms. Capulla mentioned that the TPES result was mainly because of the				The faculty concerned was informed of the TPES results of the 1 st semester, SY 2023-2024 and was given advice and reminders.


	<p>challenges that she encountered recently and did not mention those because some are too personal.</p> <p><i>The Head advised Ms. Rose Capulla to introspect on her challenges, looking at it as a motivation to give extra effort in instruction. Additionally, there is a recognized need to enhance classroom policies and management, to have better TPES results.</i></p>				
--	--	--	--	--	--

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


AL FRANJON M. VILLAROYA
 Immediate Supervisor

Noted by:


GLENN G. PAJARES
 Next Higher Supervisor

“Exhibit H”

TRACKING TOOL FOR MONITORING TARGETS

(January-June 2024)

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS			REMARKS
				Jan- March 2024	April- June 2024		
MFO 2. Higher Education Services							
PI 1. Number of FTE coordinated and implemented	Teaches GE and AB Philo courses/subjects	Ms. Mary Ann G. Cobico Dr. Rose Capulla Dr. Jerry D. Imbong Mr. Al Franjon M. Villaroya Ms. Bethlehem A. Ponce Ms. Angelie Genotiva Mr. Errol Fernandez Dr. Guiraldo C. Fernandez, Jr. Mr. Dean Ruffel Flandez Mr. Aldrin Palermo Mr. John Martin Diao Ms. Ianvie Norean Miaga Ms. Alaina Larrazabal Dr. Glenn Pajares Dr. Max Teody Quimilat <u>Part-timers</u> Boja, Kizzy Mae Cañezo, Xaviery Ric Lina, Kim Brian Rodriguez, Gerry Taripe, Elromer Torrente, Rhonah Rose Tripoli, Amor May Bargamento, Enrico Abelardo, Gella Mae Amigo, Jim Rhodel	January-June 2024	/	/		Actual accomplishments exceeded the targets
			February-May 2024	✓	✓		

		Manacpo, Nicole Ivy					
PI 4. Student Advising and Consultation Services Coordinated	Assists students through academic advising to college students	Mr. Al Franjon Villaroya Dr. Glenn Pajares Mr. John Martin Diao Dr. Guiraldo Fernandez, Jr. Dt. Jerry Imbong	January-May 2024	✓	✓		The faculty provided interventions for the improvement of the students' performance
PI 5. Number of instructional materials developed/revised and utilized	Develops/revises instructional materials (Syllabus and Table of Specifications)	All faculty members	January-May 2024	✓	✓		Followed the format prescribed by the university
PI 6. Number of grade sheets submitted on prescribed period	Assesses students and submits grades to measure students' performance	All Faculty Members	May 2024		✓		Due for submission at the end of semester
MFO3. Research Services							
PL2. Number of Articles Published in Peer Reviewed Journal	Submits articles for publication	Dr. Jerry D. Imbong Dr. Guiraldo C. Fernandez, Jr.			✓		Published in international and national/local peer-reviewed journals
MFO5. Extension Services							
PI 5. Number of Extension Projects Conducted	Serves as project leader and component leaders	Mr. Errol Fernandez Mr. Al Franjon Villaroya Mr. John Martin Diao Dr. Bethlehem Ponce Ms. Angelie Genotiva Mr. Dean Ruffel Flandez Dr. Rose Capulla Dr. Guiraldo C. Fernandez	January-June 2024	✓	✓		1. Capacity Building of Intro to Philosophy of the Human Person 2. Saving Minamanwa: An Initiative to Preserve Minamanwa and the Mamanwa Indigenous Knowledge System and Practices 3. Digital Storytelling for Primary Level (Project Digital World)
MFO 5. Support to Operations	Participates in all activities conducted by the department, college and the university	Faculty and Staff	January-June 2024	✓	✓		Participated actively in all activities
PI 4. Number of in-house seminars/trainings/workshops/reviews conducted/attended	Attends/participates to trainings	Dr. Jerry Imbong Ms. Ianvie Noreen Miaga Mr. John Martin Diao Mr. Beljun Enaya	January-June 2024	✓	✓		Faculty and staff actively participated in

	Performs other functions assigned by the head, dean and the university	Faculty and Staff	January-June 2024	✓	✓		Performed other functions duly assigned to the faculty and staff
MFO 6. General Administration and Support Services (GASS)							
PI 1. Number of rooms, and surroundings maintained/cleaned	Supervises in the maintenance of building facilities; cleans dept classrooms and surroundings	Mr. Aldrin Palermo Mr. Cirilo Alipar, Jr.	January-June 2024	✓	✓		
PI 3. Number of hours spent on monitoring	Spends one (1) hour per week or 40 hours per year in monitoring on in logging in/out, and on classes handled by DPSS faculty".	Dr. Al Franjon Villaroya DPC Members	January-June 2024	✓	✓		
PI 4. Number of hours spent on coaching	Spends 1 hour per month or 5 hours per year in coaching (by individual/group)	Dr. Al Franjon M. Villaroya	January-May 2024	✓	✓		
	Conducts regular meeting with DLABS staff/faculty at least six (6) times a year	Dr. Al Franjon M. Villaroya	January-June 2024	✓	✓		
PI 5. Number of hours spent on performance tracking	Assigns the faculty members faculty workload and/or work assignments	Dr. Al Franjon M. Villaroya	January 2024	✓			
PI 7. Number of documents attended and served	Signs and approves request letter, grade sheets, syllabi, and other pertinent documents	Dr. Al Franjon M. Villaroya	January-June 2024	✓	✓		
PI 8. Zero percent complaint from client served	Zero complaints from clients served	All Faculty and Staff	January-June 2024	✓	✓		no valid complaints
PI 9. Number of applicants screened and recommended	Screens and recommends applicants for 2 nd sem 2023-2024	Head & Department Personnel Committee	January 2024	✓			
P9 Additional Outputs							
Number of documents prepared and submitted on time	Preparation and submission of office requests and recommendations, faculty workload reports, Daily Time Record (DTR), leave	Administrative Staff	January-June 2024	✓	✓		Actual accomplishments meets targets

	application, cash advance and reimbursement, procurement, contracts, appointments, payroll, class roster, grade sheet, and other documents.						
--	--	--	--	--	--	--	--

Prepared by:


AL FRANJON M. VILLAROYA
 Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: GILDA P. NAYRE

Performance Rating:

Aim: To systematize administrative tasks

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

Date: January, 2024

Target Date: Within the rating period

First Step:

- a) Work overtime to meet deadlines.
- b) Prioritize submission of documents that have deadlines.
- c) Encourage her to attend trainings/seminars for learning and development.

Result:

- a) DPSS submits on time the required documents on or before deadlines.
- b) Reports follow prescribed format.
- c) Purchase requests are within the approved PPMP.
- d) DPSS annual budget and actual expenses more or less are close showing very satisfactory financial management.

Date: July 2024


Target Date: December 2024

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

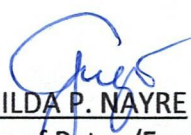
Outcome: NA

Final Step/Recommendation: NA

Prepared by:


AL FRANJON M. VILLAROYA
Department Head

Conforme:


GILDA P. NAYRE
Name of Ratee/Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2024

Name of Staff: GILDA P. NAYRE Position: Administrative Aide VI

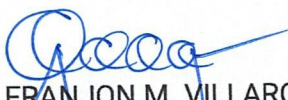
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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
Total Score						
B. Leadership & Management (For supervisors only to be rated by higher supervisor)		Scale				
N/A						
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		60				
Average Score		5.00				
Overall recommendation:						


AL FRANJON M. VILLAROYA
 Immediate Supervisor