

College of Agriculture and Food Science (CAFS)

Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **REMENITA J. SOLIS**, Adm. Assistant II, 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 - December 2024 (Accomplishment).


REMENITA J. SOLIS

Ratee

Date: 1-20-25


SUZETTE B. LINA

Dean

Date: 1-22-2025

MFO & PAPs	Success Indicator	Task Assigned	Target (Jan-Dec. 2024)	Actual Accomplis hment (Jan. - December)	Rating				Remarks
					Q1	E2	T3	A4	
Higher Education Services	Best Practices/New Initiatives								
	Number of student/student organization assisted	Provides assistance to students through GC/face to face	1	17	5.00	5.00	4.00	4.66	CAFS-SSC & other CAFS Student Organizations, student from other colleges
	Number of dept. heads assisted	Provides assistance to the dept. heads inquiries through GC	5	14	5.00	5.00	5.00	5.00	all depts. under cafs & other depts non-cafs
	Number of clients (external) assisted	Provides assistance to the clients from outside VSU for inquiries related to VSU thru F/F or emails	1	15	5.00	5.00	5.00	5.00	alumni student, LGUs
	Number of COE, CHED- NAFES, AACUP and ISO 9001:2015 documents updated, attend and maintained	Updates, maintains and attended documents re COE, CHED-NAFES, AACUP and ISO 9001:2015	-	1	4.00	5.00	4.00	4.66	Follow-up-CHED- NAFES 2024 Proposal

Support to Operations	Assists in preparing seminars/trainings/workshops (venue and materials needed)	1	2	4.00	4.50	5.00	4.50	5.00	4.50	OBE Syllabi Trng Workshop-draft to final
PI 5. Number of in-house seminars/trainings/workshops/reviews assisted	Assists in preparing seminars/trainings/workshops (venue and materials needed)	1	2	4.00	4.50	5.00	4.50	5.00	4.50	4.50
PI 6. Number of trainings/workshops/seminars attended (Webinar)	Attends trainings/workshops/seminars (Webinar)	1	5	5.00	4.00	5.00	4.00	5.00	4.67	sponsored by VSU re: ISO matters, HRMO
PI 1. Number of departments and/or service units assisted	Assisted any requests from the departments and/or service units	5	30	5.00	4.00	5.00	4.00	5.00	4.67	including DOE
PI 2. Number of management meetings conducted/attended	Spearheaded in the preparation of notices for the meetings with the College and Department dDRCs (Face to face/Virtual), EXECOM and other meetings	3	11	5.00	4.00	5.00	4.00	5.00	4.66	execom meeting Regular and Emergency (online) and Face to face
PI 3. Number of documents attended and served	Prepared administrative and financial matter of the college. And assisted in facilitating the signing documents to the Dean	150	150	5.00	5.00	5.00	5.00	5.00	5.00	communications and other related documents
PI 4. Number of PPMP, PRs, vouchers, etc.	Prepared College and DOST-ASTHRDP-NSC PPMP, PRs, Financial documents	2	5	4.00	5.00	5.00	5.00	5.00	4.67	PPMP, PRs and replenishments
PI 5. Number of AACCUP/ISO matters facilitated and attended	Facilitated and attended meetings related to AACCUP and ISO	3	3	5.00	5.00	4.00	5.00	4.00	4.67	ISO matters
PI 6. Number of OPCR and IPCR prepared and finalized	Prepared the OPCR of the College and IPCR of the Dean and administrative staff under the office of the dean	2	10	4.50	4.00	5.00	4.00	5.00	4.50	3 IPCR and 1 OPCR target including the consolidated copy-draft and final
PI 7. Number of Annual Reports prepared and submitted to concerned offices	Prepares draft the Year-end Accomplishment of the College (consolidated)	1	2	5.00	4.00	4.50	4.00	4.50	4.67	consolidated copy draft to final copy
PI 8. Number of copies of notice of meetings prepared	Prepares consolidated final College Annual Reports for submission to concerned offices	1	1	4.50	4.50	4.00	4.50	4.00	4.33	Draft consolidated copy
PI 9. Number of Student Forms issued and processed	Prepares notices of meetings (EXECOM, etc.)	3	5	4.50	4.50	5.00	4.50	5.00	4.67	EXECOM meeting
	Issued and processed student forms	1	5	4.00	4.50	4.00	4.50	4.00	4.17	student forms

Administrative Support Services - cont.	PI 10. Efficient and customer-friendly frontline service	Served clients with courtesy; immediate response to client needs and inquiries	Minor complaint from clients	No complaint	5.00	5.00	4.00	4.66	
	PI 11. Additional Outputs								
a. Assists the College Dean in the supervision/management of the office	Reminders to CAFS dept. heads related to ddlines, meetings, etc.		-	10	5.00	5.00	4.50	4.83	thru GC, lp or Pphone
	Cascading of Memos and other docs. To dept. heads and dept. ddrcls		-	10	5.00	4.50	5.00	4.83	thru GC, lp or Pphone
	Attends to students concerns and inquiries		-	25	5.00	5.00	5.00	5.00	BSA freshmen student and others
	Attends to distribution of student IDs to BSA freshmen and Second Yr. students		-	50	5.00	5.00	5.00	5.00	BSA freshmen students and others
	Prepares payroll for Job Order under CAFS		-	60	5.00	5.00	5.00	5.00	GF- 24 STF 36
Total Over-all Rating					104.50 109.00	102.50 108.50	103.00 105.50	107.95 107.95	103.81
Average Rating								4.90	4.72
Adjectival Rating									
Outstanding									

Average Rating (Total Over-all rating divided by 4)	4.90 4.72
Additional Points:	0.00
Punctuality	0.00
Approved Additional points (with copy of approval)	0.00
FINAL RATING	4.90 4.72
ADJECTIVAL RATING	OUTSTANDING

Evaluated & Rated by:

SUZETTE B. LINA

Unit Head

Date: 1-22-2025

Recommending Approval:

SUZETTE B. LINA

College Dean

Date: 1-22-2025

COMMENTS AND RECOMMENDATIONS
FOR DEVELOPMENT PURPOSES

Approved:

ROTACIO S. GRAVOSO

VP for Academic Affairs

Date: 1-27-2025