

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF**Name of Administrative Staff: **REMENTA J. SOLIS**


Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	5.00	5.00 x 70%	3.50
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	5.00 x 30%	1.50
TOTAL NUMERICAL RATING			5.00

TOTAL NUMERICAL RATING: **5.00**


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **5.00**ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:


REMENTA J. SOLIS
Name of Staff

Reviewed by:


VICTOR B. ASIO
Department/Office Head

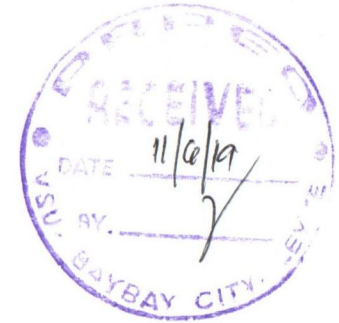
Recommending Approval:


VICTOR B. ASIO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
VP for Instruction


Visayas State University
College of Agriculture and Food Science (CAFS)
 Visca, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **REMENITA J. SOLIS**, Adm. Aide VI, 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.


REMENITA J. SOLIS
 Ratee


VICTOR B. ASIO
 Dean
 Date: _____

MFO & PAPs	Success Indicator	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
Administrative Support Services	# of incoming communications/documents and forms received, checked	• Receives, check and records all incoming documents.	300	450	5	5	5	5.00	
	# of communications/documents countersigned and facilitated	• Countersigns and facilitates signature of the college dean all incoming documents.	100	250	5	5	5	5.00	
	# of copies of OPCR (draft and final) prepared	• Prepares draft and final copy of College OPCR and IPCR	10	15	5	5	5	5.00	
	# of copies of notice of meetings prepared	• Prepares notices of meetings (EXECOM, etc.)	18	27	5	5	5	5.00	
	# of thesis titles encoded draft and final copies	• Encodes final thesis titles for candidates for graduation	100	250	5	5	5	5.00	
	# of copies reproduced	• Reproduced copies of candidates for graduation for UAC	100	200	5	5	5	5.00	

Control # 19

	# of copies of government forms prepared and processed	• Prepares and process government forms (TOs, vouchers, PRs, etc.)	5	10	5	5	5	5.00	
	# of times attended meetings as requested by the Dean	• Attended meetings (VSU Scholarship Committee) in behalf of the College Dean	-	2	5	5	5	5.00	
	# of student forms issued (assessment slip only)	• Issues student forms (registration forms, assessment slips, etc.)	300	500	5	5	5	5.00	
	# of copies consolidated copies prepared and submitted	• Prepares and submits consolidated college report (Annual Reports, CHED, etc.)	-	-	-	-	-	0.00	
	Zero percent complaint from client served	Officer of the day (Frontliner) and secretary of the Dean's Office to entertain clients	90.00%	99.00%	5	5	5	5.00	
Average Rating					50.00	50.00	50.00	50.00	
Adjectival Rating					5.00	5.00	5.00	5.00	
Total Over-all Rating					Outstanding				

Average Rating (Total Over-all rating divided by 4)	5
Additional Points:	-
Punctuality	XX
Approved Additional points (with copy of approval)	XX
FINAL RATING	5.00
ADJECTIVAL RATING	OUTSTANDING

**COMMENTS AND RECOMMENDATIONS
FOR DEVELOPMENT PURPOSES**

May attend training & seminars

Evaluated & Rated by:

VICTOR B. ASIO
Unit Head

Date: _____

Recommending Approval:

VICTOR B. ASIO
College Dean

Date: _____

Approved:

BEATRIZ S. BELONIAS
VP for Instruction

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2019Name of Staff: REMENITA J. SOLIS Position: Administrative Aide VI

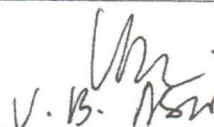
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		60				

B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)	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	5.00				

Overall recommendation : _____



Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: REMENITA J. SOLIS
Performance Rating: OUTSTANDING

Aim: To further improve her performance and also the quality of service that our office provides to our clientele.

Proposed Interventions to Improve Performance:

Date: January 2019 Target Date: June 2019

First Step: Attend more trainings conducted by VSU or outside VSU.

Result: She is more hardworking, dedicated, efficient and very reliable staff. She performs her office duties excellently with very little or no supervision. Students and other clients find her very approachable and helpful. Thus, there is no doubt that she has contributed greatly to the major achievements of our college.

Date: _____ Target Date: _____


Next Step: _____

Outcome: _____


Final Step/Recommendation:

Recommended for the position of Administrative Assistant or any suitable higher administrative position.

Prepared by:


VICTOR B. ASIO
Unit Head

Conforme:


REMENITA J. SOLIS
Name of Ratee Faculty/Staff