



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: REMENITA J. SOLIS

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.95	70%	3.465
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
<b>TOTAL NUMERICAL RATING</b>			<b>4.97</b>

TOTAL NUMERICAL RATING: 4.97

Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: 4.97

FINAL NUMERICAL RATING 4.97

ADJECTIVAL RATING: \_\_\_\_\_

Prepared by:

REMENITA J. SOLIS  
Name of Staff

Reviewed by:

VICTOR B. ASIO  
Department/Office Head

Recommending Approval:

VICTOR B. ASIO  
Dean/Director


Approved:


BEATRIZ S. BELONIAS  
Vice President

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, 2020.

  
**REMENITA J. SOLIS**  
 Ratee

  
**VICTOR B. ASIO**  
 Dean  
 Date: \_\_\_\_\_

MFO & PAPs	Success Indicator	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
<b>Administrative Support Services</b>	# of incoming communications/documents and forms received, checked and control	• Receives, checks, records and control all incoming documents.	300	320	5	5	5	5.00	
	# of communications/documents countersigned and facilitated	• Countersigns and facilitates signature of the college dean all incoming documents.	300	320	5	5	5	5.00	
	# of communications, correspondence and memos prepared	* Prepares communications, correspondence and memos for submission and distribution	3	10	5	5	5	5.00	
	# of copies of OPCR (draft and final) prepared	• Prepares draft and final copy of College OPCR and IPCR	2	4	5	5	5	5.00	
	# of copies of notice of meetings prepared	• Prepares notices of meetings (EXECOM, etc.)	3	3	5	5	5	5.00	
	# of thesis titles encoded draft and final copies	• Encodes final thesis titles for candidates for graduation	150	150	5	5	4	4.67	
	# of copies reproduced	• Reproduced copies of candidates for graduation for UAC	100	100	5	5	4	4.67	

	# of copies of government forms prepared and processed	• Prepares and process government forms (DTRs, TOs, vouchers, PRs, etc.)	20	22	5	5	5	5.00	
	# of times attended meetings, seminars and workshops	• Attends meetings/trainings/seminars	4	4	5	5	5	5.00	
	# of student forms issued (assessment slip only)	• Issues student forms (assessment slips, etc.)	20	25	5	5	5	5.00	
	# of consolidated copies reports prepared and submitted	• Prepares and submits consolidated college report	1	2	5	5	5	5.00	
	Zero percent complaint from client served	Officer of the day (Frontliner) and secretary of the Dean's Office to entertain clients	90.00%	No complaint	5	5	5	5.00	
<b>Additional Outputs</b>									
	# Number of departments and/or service units supervised and monitored	Facilitate in the supervision of nine (9) academic departments under CAFS	6	6	5	5	5	5.00	
	# Number of in-house seminars/trainings/workshops/reviews conducted	Assists in preparing seminars/trainings/workshops (venue and materials needed)	1	1	5	5	5	5.00	
	# Number of management meetings conducted	Spearheaded meetings with the College and Department dDRCs	2	2	5	5	5	5.00	
Total Over-all Rating					75.00	75.00	73.00	74.33	
Average Rating					5.00	5.00	4.85	4.95	
Adjectival Rating					Outstanding				

Average Rating (Total Over-all rating)	4.95
Additional Points:	-
Punctuality	-
Approved Additional points (with copy of approval)	-
FINAL RATING	4.95
ADJECTIVAL RATING	OUTSTANDING

**COMMENTS AND RECOMMENDATIONS  
FOR DEVELOPMENT PURPOSES**

*Ms. Sohi has outstanding performance. She may be called for trainings & 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 2020**

Name of Staff: **REMENITA J. SOLIS** Position: **Administrative Assistant II**

**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				
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 : \_\_\_\_\_

  
**VICTOR B. ASIO**  
 Printed Name and Signature  
 Head of Office

## 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 2020 Target Date: June 2020

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

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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:

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Prepared by:

  
VICTOR B. ASIO  
Unit Head

Conforme:

  
REMENITA J. SOLIS  
Name of Ratee Faculty/Staff