

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: REMENITA J. SOLIS

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.79 <i>f</i>	4.79 x 70%	3.35
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	5.00 x 30%	1.50
TOTAL NUMERICAL RATING			4.85 <i>f</i>

TOTAL NUMERICAL RATING: 4.85 *f*
 Add: Additional Approved Points, if any:
 TOTAL NUMERICAL RATING: 4.85 *f*

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

Remenita J. Solis
REMENITA J. SOLIS
 Name of Staff

Reviewed by:

Victor B. Asio
VICTOR B. ASIO
 Department/Office Head

Recommending Approval:

Remberto A. Patindo
REMBERTO A. PATINDO
 Chairman, PMT

Approved:

Edgardo E. Tulin
EDGARDO E. TULIN
 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 July to December, 2017.


REMENITA J. SOLIS
Adm. Aide VI


VICTOR B. ASIO
Dean

Date:

MFO No.	MFO Description	Success/Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 6. General Administration and Support Services (GASS)										
OVPI MFO 1. Administrative and Facilitative Services										
	PI 1: Number of college, departments supervised, monitored & coordinated		Countersigns and facilitates signature for the college dean, Government Forms (CSR and Leave applications of faculty/staff, DTR, RER, Pass Slip, etc) and other related forms	350	500	5	5	4	4.67 f	
			Countersigns and facilitates signature for the college dean, dept's letter request	20	35	5	5	4	4.67 f	
			Facilitates submission of dept's letter requests to appropriate body	15	25	5	4	5	4.67 f	
			Checks and submits for signature Dept's. OPCR's	3	5	5	5	4	4.67 f	

		Checks/countersigns and submits for signature of IPCRs	3	7	5	5	5	4	4.67	
	PI 2: Number of management meetings conducted (dept. & college level)	Prepares notices and venue for EXECOM and other meetings	2	4	5	5	5	4	4.67	EXECOM and VSU Graduate Curr. Meeting
	PI 3: Number of documents received, evaluated, countersigned and facilitated	Receives, records, checks and countersigned various documents and facilitates signature of the dean	100	250	5	5	5	5	5.00	
	PI 5: Number of academic related policies reviewed and endorsed to UADCO & approved by BOR	Encode corrections from the dept's and reproduce copies of Candidate for Graduation for photocopying and distribution to UAC members	-	-					0.00	during 2nd semester
	PI 9: Number of standard government forms received, attended and countersigned	Facilitates signature of other government forms from the dept/offices for the signature of the college dean	150	310	5	5	5	5	5.00	
	PI 10: Number of student forms (Overload, change of acad. Advisers, shifting forms, etc.) received, attended and countersigned	Facilitates signature of student forms	20	55	5	5	5	5	5.00	
	PI 11: Number of Student Forms encoded, prepared and reproduced	Encodes student forms prepares and reproduce ready for distribution	85	85	5	5	5	5	5.00	
	PI 12: Number of CAFS/University Activities facilitated and assisted	Facilitates and assist CAFS RDE In-house review, BOA review	-	3	5	5	5	5	5.00	
		Assists the dean and facilitates CAFS-FAP/OJTs applicants for interview	-	-					0.00	OJT-Israel

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2017

Name of Staff REMENITA J. SOLIS Position: Adm. 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				
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					

Overall recommendation : _____


VICTOR B. ASIO
 Name of Head