

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	4.94	4.94 x 70%	3.458
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	5.00 x 30%	1.50
TOTAL NUMERICAL RATING			4.958

TOTAL NUMERICAL RATING: **4.958**

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.958**

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

Rementa J. Solis
REMENTA J. SOLIS
Name of Staff

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

Recommending Approval:

Remberto A. Patindol
REMBERTO A. PATINDOL
Chairman, PMT

Approved:

Edgardo E. Tulin
EDGARDO E. TULIN
President

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11/29/17

Visayas State University

College of Agriculture and Food Science (CAFS)

Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **REMENTA 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, 2017.


REMENTA 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	965	1,320	5	5	5	5.00	
			Countersigns and facilitates signature for the college dean, dept's letter request	85	116	5	5	5	5.00	
			Facilitates submission of dept's letter requests to appropriate body	53	78	5	5	5	5.00	
			Checks and submits for signature Dept's OPCR's	6	9	5	4	5	4.67	
			Checks/countersigns and submits for signature of IPCRs	6	9	5	4	5	4.67	

	PI 2: Number of management meetings conducted (dept. & college level)	Prepares notices and venue for EXECOM and other meetings	2	3	5	5	5	5	5.00	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	150	270	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	200 copies	200 copies	5	4	5	5	4.67	34 pages/copy
	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	550	612	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	44	5	5	5	5	5.00	
	PI 11: Number of Student Forms encoded, prepared and reproduced	Encodes student forms prepares and reproduces ready for distribution	85	160	5	5	5	4	4.67	
	PI 12: Number of CAFS/University Activities facilitated and assisted	Facilitates and assist CAFS RDE In-house review, BOA review	-	2	5	5	5	5	5.00	BOA review meeting
		Assists the dean and facilitates CAFS-FAP/OJT's applicants for interview	15	33	5	5	5	5	5.00	OJT-Israel and OJT-Japan
	PI 13: Number of registration forms and student copy of grades issued	Releases registration forms to BSA students	950	1250	5	5	5	5	5.00	2nd Sem and Summer
		Releases student copy of grades to BSA students only	450	600	5	5	5	5	5.00	1st Semester
	PI 14: Number of assessment issued	Issues assessment slip to CAFS students	1,150	1700	5	5	5	5	5.00	Various semesters and Summer

Received by:


TERESTA L. QUINANOLA
PRPEO Office

Date: _____

Calibrated by:


REIMBERTO A. PATINDOL
Chairman, PMT

Date: _____

Recommending Approval:


BEATRIZ S. BELONIAS
Vice Pres. for Instruction

Date: _____

Approved:


EDGARDO E. TULIN
President

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 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