



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	5.00	70%	3.50
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
TOTAL NUMERICAL RATING			5.00

TOTAL NUMERICAL RATING: 5.00
Add: Additional Approved Points, if any: -
TOTAL NUMERICAL RATING: 5.00

FINAL NUMERICAL RATING 5.00

ADJECTIVAL RATING: OUTSTANDING

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

RECEIVED
 03 FEB 2022

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 July - December 2021 (Accomplishment).


REMENITA J. SOLIS
 Ratee


VICTOR B. ASIO

Dean

Date: 11 Jan 2022

MFO & PAPs	Success Indicator	Task Assigned	Target	Actual Accomplishment	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	7	15	5.00	5.00	5.00	5.00	
	Number of dept. heads asisted	Provides assistance to the dept. heads inquiries through GC	7	15	5.00	5.00	5.00	5.00	

	Number of COE, CHED-NAFES, AACCUP and ISO 9001:2015 documents updated, attend and maintained	Updates, maintains and attended documents re COE, CHED-NAFES, AACCUP and ISO 9001:2015	5	8	5.00	5.00	5.00	5.00	
Support to Operations	PI 5. Number of in-house seminars/trainings/workshops/reviews assisted	Assists in preparing seminars/trainings/workshops (venue and materials needed)	2	-	-	-	-	-	Due to pandemic
	PI 6. Number of trainings/workshops/seminars attended (Webinar)	Attends trainings/workshops/seminars (Webinar)	4	10	5.00	5.00	5.00	5.00	
Administrative Support Services	PI 1. Number of departments and/or service units supervised and monitored	Facilitated in the supervision of nine (9) academic departments under CAFS	9	9	5.00	5.00	5.00	5.00	
	PI 2. Number of management meetings conducted	Spearheaded in the preparation of notices for the meetings with the College and Department dDRCs (Face to face/Virtual) and also EXECOM Meetings	4	4	5.00	5.00	5.00	5.00	

	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	300	250	5.00	5.00	5.00	5.00	
	PI 4. Number of PPMP, PRs, vouchers, etc.	Prepared College and DOST-ASTHRDP-NSC PPMP, PRs, Financial documents	5	4	5.00	5.00	5.00	5.00	
	PI 5. Number of AACCUP/ISO matters facilitated and attended	Facilitated and attended meetings related to AACCUP and ISO	3	10	5.00	5.00	5.00	5.00	
	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	4	6	5.00	5.00	5.00	5.00	
	PI 7. Number of Annual Reports prepared and submitted to concerned offices	Prepares draft and finalized College Annual Reports for submission to concerned offices	9	2	5.00	5.00	5.00	5.00	
	PI 8. Number of copies of notice of meetings prepared	Prepares notices of meetings (EXECOM, etc.)	10	4	5.00	5.00	5.00	5.00	

	PI 9. Number of Student Forms issued and processed	Issued and processed student forms	10	15	5.00	5.00	5.00	5.00	
	PI 10. Efficient and customer-friendly frontline service	Served clients with courtesy; immediate response to client needs and inquiries	Minor complaint from clients	0	5.00	5.00	5.00	5.00	
	PI 11. Additional Outputs								
	Join the CAFS-SSC GC and CAFS Execom for easy access/follow-				5.00	5.00	5.00	5.00	
	Assists the depts./acad. advisers in the processing of student forms of the				5.00	5.00	5.00	5.00	
Total Over-all Rating					65.00	65.00	65.00	65.00	
Average Rating								5.00	
Adjectival Rating					Outstanding				

Average Rating (Total Over-all rating divided by 4)	5.00
Additional Points:	0.00
Punctuality	0.00
Approved Additional points (with copy of approval)	0.00
FINAL RATING	5.00
ADJECTIVAL RATING	OUTSTANDING

COMMENTS AND RECOMMENDATIONS
FOR DEVELOPMENT PURPOSES

Congratulations for yr excellent impc

Evaluated & Rated by:

VBS
VICTOR B. ASIO

Unit Head

Date: 11 Jan 22

Recommending Approval:

VBS
VICTOR B. ASIO

College Dean

Date: 11 Jan 22

Approved:

B.S.
BEATRIZ S. BELONIAS

VP for Instruction

Date: 11/19/22



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July - December 2021**

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 : Outstanding


VICTOR B. ASIO
 Printed Name and Signature
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 nd	
	3 rd	
	4th	

Name of Office: CAFS Dean's Office

Head of Office: Dr. Victor B. Asio

Number of Personnel: REMENITA J. SOLIS

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	CAFS staff	Minutes of meeting	Notice of Meeting	DTR, Biometrics random checking	Regular Meeting
Staff Meeting					
Office attendance					
Attendance to university & college activities/programs/seminars/workshops		Staff Meeting	University/CAFS Memos	Attendance and Certificates	July – Dec. 2020
Compliance of University Memos			University Memos	Compliance report	
Leaves (SL, VL, SLP, CDO, etc.)				Application for leave forms;	As the need arises
Follow-up documents and other assigned tasks				Scheduled	
Coaching	CAFS Staff				Once a month

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

VICTOR B. ASIO

Immediate Supervisor

Noted by:

BEATRIZ S. BELONIAS

Next Higher Supervisor

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 2022 Target Date: January – June 2022

First Step: Attend more trainings or seminars 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: July 2021 Target Date: July - December 2021


Next Step: Apply new knowledge in performing job.

Outcome: Improved efficiency of work.


Final Step/Recommendation:

Recommended for promotion

Prepared by:


VICTOR B. ASIO
Unit Head

Conforme:


REMENITA J. SOLIS
Name of Ratee Faculty/Staff