

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	4.94	4.94 x 70%	3.46
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	4.92 x 30%	1.47
TOTAL NUMERICAL RATING			4.93


TOTAL NUMERICAL RATING: 4.93

Add: Additional Approved Points, if any:

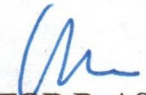
TOTAL NUMERICAL RATING: 4.93

ADJECTIVAL RATING: OUTSTANDING


Prepared by:

  
**REMENITA J. SOLIS**  
Name of Staff

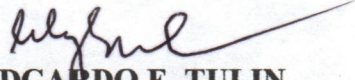

Reviewed by:

  
**VICTOR B. ASIO**  
Department/Office Head

Recommending Approval:

  
Chairman, PMT

Approved:


  
**EDGARDO E. TULIN**  
President 

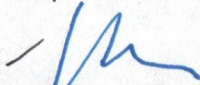


Visayas State University  
**College of Agriculture and Food Science (CAFS)**  
Visca, Baybay City, Leyte

**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 January to June, 2016.

  
**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 of Government Forms (CSR and Leave applications of faculty/staff, DTR, RER, Pass Slip, etc)	45	90	5	5	5	5.00		
		Facilitates submission of dept's letter requests to appropriate body	30	60	5	5	5	5.00		
		Countersigns and indorsed for signature for approval of TO/cash advances/liquidation report from depts. under CAFS	10	25	5	5	5	5.00		
		Checks and submits for signature Dept's. OPCR's	6	10	5	5	5	5.00		
		Checks/countersigns and submits for siganture of IPCRs	6	10	5	5	5	5.00		



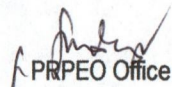
	PI 2: Number of management meetings conducted (dept. & college level)	Prepares notices and venue for EXECOM and other meetings	3	5	5	5	5	5.00	EXECOM and VSU Graduate Curr. Meeting
	PI 3: Number of documents received, evaluated, countersigned and facilitated	Receives, records, countersigned documents and facilitated	250	400	5	5	5	5.00	
	PI 5: Number of academic related policies reviewed and endorsed to UADCO & approved by BOR	Reproduce copies of Candidate for Graduation for photocopying and distribution to UAC members	150	200	5	5	5	5.00	
	P1 9. Number of standard government forms received, attended and countersigned	Facilitates signature of various government forms	25	50	5	5	5	5.00	
	P1 10: Number of student forms (Overload, change of acad. Advisers, shifting forms, etc.) received, attended and countersigned	Facilitates signature of student forms	15	26	5	5	5	5.00	
	PI 11. Number of Student Forms encoded, prepared and reproduced	Student Forms encoded, prepared and reproduced ready for distribution	90	150	5	5	5	5.00	
	PI 12. Number of CAFS/University Activities facilitated	CAFS RDE In-house review, CAFS BOA review facilitated and assisted	-	2	5	5	5	5.00	BOA review meeting
		CAFS-FAP/OJTs interview assisted	7	15	5	5	5	5.00	OJT-Israel and OJT-Japan
	P1 13. Number of registration forms and student copy of grades issued	Facilitates releasing of registration forms to BSA students	150	300	5	5	4	4.67	Summer 2016 A
		Study copy of grades to BSA students only	450	600	5	5	5	5.00	2nd Sem., 2015-2016
	P1 14. Number of assessment issued	Facilitates issuance of assessment slip to CAFS students	1,150	1700	4	5	5	4.67	2nd Sem., 2015-2016 and Summer 2016 A
	P1 15. Number of new IDs issued	Facilitates issuance of new IDs to BSA new students	-	3	5	5	5	5.00	Irregular students
	PI 16. Number of CAFS and other reports encoded, prepared, reproduced, monitored and submitted to appropriate body	CAFS Annual Reports and other reports consolidated, encoded and reproduced	-	9	5	5	4	4.67	CAFS Consolidated Annual Report distributed to Depts. under CAFS



		CAFS Enrolment date including list of CAFS students with their academic advisers for data base purposes	-	3	5	5	4	4.67	
<b>OVPI MFO 2. Frontline Services</b>									
	PI 1. Efficient and customer-frienly frontline service	Zero percent complaint from clients served	0	No complaint	5.0	5.0	5.0	5.00	
<b>Best practices/new initiatives</b>									
	1. CHED-NAFES	PRs prepared, processed and followed-up	-	5	5	5	5	5.00	
	4. Other CAFS services rendered	Photocopying services assisted	75	120	5	5	5	5.00	
Total Over-all Rating								108.68	
Average Rating								4.94	
Adjectival Rating									

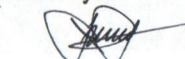
Average Rating (Total Over-all rating divided by 4)	4.94	
Additional Points:	-	
Punctuality	XX	
Approved Additional points (with copy of approval)	XX	
FINAL RATING	4.94	
ADJECTIVAL RATING	Outstanding	

Received by:

  
PRPEO Office

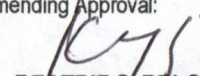
Date: \_\_\_\_\_

Calibrated by:

  
Chairman, PMT

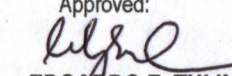
Date: \_\_\_\_\_

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 2016

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.**

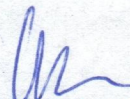
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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	87/12 = 4.92				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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