

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	4.98	4.98 x 70%	3.49
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	5.00 x 30%	1.50
TOTAL NUMERICAL RATING			4.99

TOTAL NUMERICAL RATING: 4.99

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.99

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


REMENTA J. SOLIS
Name of Staff


Reviewed by:


VICTOR B. ASIO
Department/Office Head

Recommending Approval:


VICTOR B. ASIO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
VP for Instruction

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

WATER RESOURCES DIVISION

WHEREAS, certain lands owned by the United States are situated in the State of Nevada, and certain water rights have been acquired by the United States; and

WHEREAS, it is deemed to be in the public interest that certain of said lands be withdrawn from public sale and reserved for the use and benefit of the people of the State of Nevada;

Section 1. That certain lands owned by the United States, situated in the State of Nevada, and certain water rights have been acquired by the United States, be and they are hereby withdrawn from public sale and reserved for the use and benefit of the people of the State of Nevada;

Section 2. That the lands and water rights so reserved be and they are hereby reserved for the use and benefit of the people of the State of Nevada;

Section 3. That the lands and water rights so reserved be and they are hereby reserved for the use and benefit of the people of the State of Nevada;

Section 4. That the lands and water rights so reserved be and they are hereby reserved for the use and benefit of the people of the State of Nevada;


Section 5. That the lands and water rights so reserved be and they are hereby reserved for the use and benefit of the people of the State of Nevada;

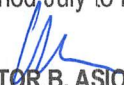
Section 6. That the lands and water rights so reserved be and they are hereby reserved for the use and benefit of the people of the State of Nevada;

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, 2018.


REMENITA J. SOLIS
Adm. Aide VI

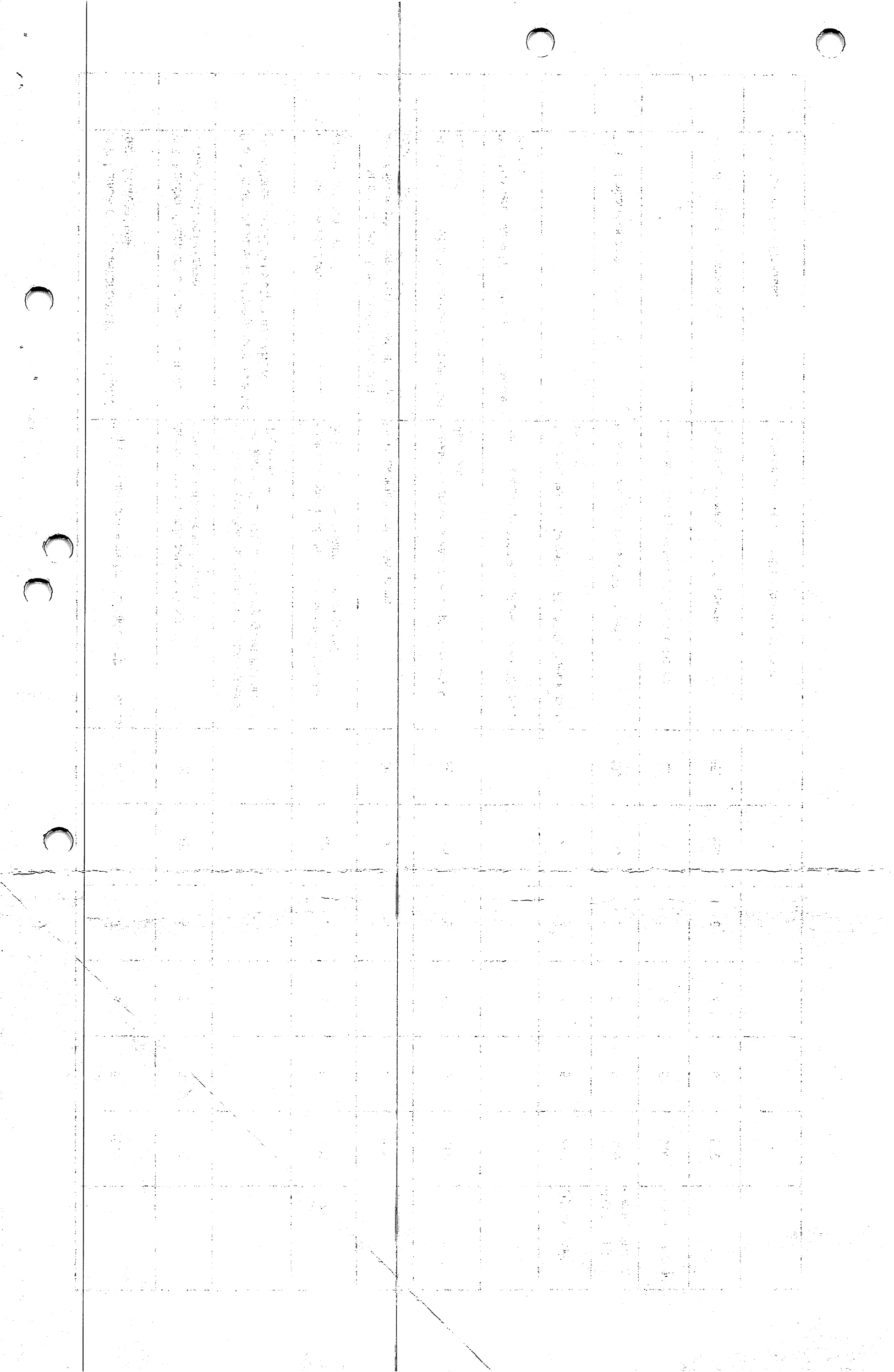

VICTOR B. ASIO
Dean

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	200	460	5	5	5	5.00		
		Countersigns and facilitates signature for the college dean, dept's letter request	20	30	5	5	5	5.00		
		Facilitates submission of dept's letter requests to appropriate body	15	30	5	5	5	5.00		
		Checks and submits for signature Dept's. OPCR's	3	9	5	5	5	5.00		
		Checks/countersigns and submits for siganture of IPCR's	3	9	5	5	5	5.00		

DATE	DESCRIPTION	AMOUNT	CHECK NO.	BANK
10/1/19	10/1/19	10/1/19	10/1/19	10/1/19
10/2/19	10/2/19	10/2/19	10/2/19	10/2/19
10/3/19	10/3/19	10/3/19	10/3/19	10/3/19
10/4/19	10/4/19	10/4/19	10/4/19	10/4/19
10/5/19	10/5/19	10/5/19	10/5/19	10/5/19
10/6/19	10/6/19	10/6/19	10/6/19	10/6/19
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10/29/19	10/29/19	10/29/19	10/29/19	10/29/19
10/30/19	10/30/19	10/30/19	10/30/19	10/30/19
10/31/19	10/31/19	10/31/19	10/31/19	10/31/19

	PI 2: Number of management meetings conducted (dept. & college level)	Prepares notices and venue for EXECOM and other meetings	2	3	5	5	5	5.00	
	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	5.00	
	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	-	-	-	-	-	-	
	P1 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	200	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	20	55	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	110	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	-	-	-	-	-	-	
		Assists the dean and facilitates CAFS-FAP/OJTs applicants for interview	-	10	5	4	5	4.67	OJT for Israel
	P1 13. Number of registration forms issued	Releases registration forms to BSA students	100	150	5	5	5	5.00	BSA I, 2 and irregular third yr.
		Releases student copy of grades to BSA students only	20	20	5	5	5	5.00	returning students
	P1 14. Number of assessment issued	Issues assessment slip to CAFS students	850	850	5	5	5	5.00	
	P1 15. Number of new IDs issued	Facilitates issuance of new IDs to BSA new students	-	-	-	-	-	-	



	PI 16. Number of CAFS and other reports encoded, prepared, reproduced, monitored and submitted to appropriate body	Follow-up and consolidates dept's annual report and prepares consolidated draft/final College Annual Report and other related report and submits to appropriate offices	-	2	5	5	5	5.00	
		Prepares/updates CAFS enrolment date including list of CAFS students with their academic advisers for data college base purposes every semester	50	60	5	5	5	5.00	
OVPI MFO 2. Frontline Services									
	PI 1. Efficient and customer-frienly frontline service	Zero percent complaint from clients	0	no complaint	5.0	5.0	5.0	5.00	
Best practices/new initiatives									
	1. CHED-NAFES	Prepares/process and follow-up PR's and other college communications	-	twice	5	5	5	5.00	follow up to CHED for CHED-NAFES Financial Assistance
	4. Other CAFS services rendered	Assists in the photocopying services	75	90 copies	5	5	5	5.00	
Total Over-all Rating					95	94.00	95.00	94.67	
Average Rating					5.00	4.95	5.00	4.98	
Adjectival Rating					Outstanding				

Average Rating (Total Over-all rating divided by 4)	4.98
Additional Points:	-
Punctuality	XX
Approved Additional points (with copy of approval)	XX
FINAL RATING	4.98
ADJECTIVAL RATING	OUTSTANDING

<p>COMMENTS AND RECOMMENDATIONS FOR DEVELOPMENT PURPOSES</p> <p><i>May attend more trainings & seminars</i></p>
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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: _____



Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July - December 2018**

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

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50 EAST LEXINGTON AVENUE
NEW YORK, N.Y. 10017-2453
TEL: 212 850 6640
FAX: 212 850 6641
WWW.CHICAGO.PRESS.EDU

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: July 1, 2018 Target Date: December 30, 2018

First Step: Attended to any seminars, trainings and workshops conducted by ODAHRD, 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: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation:

Recommended for the position of Administrative Assistant or any suitable higher administrative position.

Prepared by:


VICTOR B. ASIO
Unit Head

Conforme:


REMENITA J. SOLIS
Name of Ratee Faculty/Staff

INVESTIGATION REPORT

DATE: 10/10/1999
BY: [illegible]

TO: [illegible]
FROM: [illegible]

SUBJECT: [illegible]

1. [illegible]

2. [illegible]

3. [illegible]

4. [illegible]

5. [illegible]

6. [illegible]

7. [illegible]

8. [illegible]

9. [illegible]

10. [illegible]