

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	4.97	4.97 x 70%	3.48
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	5.00 x 30%	1.50
TOTAL NUMERICAL RATING			4.97


TOTAL NUMERICAL RATING: 4.97

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.97

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
VP for Instruction

ADMINISTRATIVE REPORT

NAME OF ADMINISTRATIVE UNIT

Ranking (1)	Ranking (2)	Percentage Weight (3)	Ranking in Group (4)
1. Financial Rating per HCR	92	4.00 x 70%	1.40
2. Supervisor's assessment of his contribution towards achievement of organizational goals	88	2.00 x 30%	1.20
TOTAL NUMERICAL RATING			4.60

TOTAL NUMERICAL RATING
Add Additional Appraisal Items if any

ADJECTIVAL RATING

Prepared by:

NAME OF UNIT

Recommending Approval:

DATE

APPROVED

FOR INFORMATION

DATE

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, 2018.

- Rem
REMENTA J. SOLIS
 Adm. Aide VI

Date: _____

[Signature]
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	150	175	5	5	4	4.67		
		Countersigns and facilitates signature for the college dean, dept's letter request	15	35	5	5	5	5.00		
		Facilitates submission of dept's letter requests to appropriate body	15	35	5	5	5	5.00		
		Checks and submits for signature Dept's. OPCR's	6	9	5	5	5	5.00		
		Checks/countersigns and submits for signature of IPCRs	6	9	5	5	5	5.00		

	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	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	5.00	
	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	5	5	5.00	34 pages/copy
	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	350	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	60	5	5	5	5.00	
	PI 11. Number of Student Forms encoded, prepared and reproduced	Encodes student forms prepares and reproduce ready for distribution	50	150	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	1	2	5	5	5	5.00	BOA review meeting
		Assists the dean and facilitates CAFS-FAP/OJTs applicants for interview	15	45	5	5	5	5.00	OJT-Israel and OJT-Japan
	P1 13. Number of registration forms and student copy of grades issued	Releases registration forms to BSA students	150	250	5	5	5	5.00	2nd Sem and Summer
		Releases student copy of grades to BSA students only	10	20	5	5	5	5.00	1st Semester
	P1 14. Number of assessment issued	Issues assessment slip to CAFS students	550	750	5	5	5	5.00	Various semesters and Summer
	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	-	9 depts.	5	5	5	5.00	CAFS Consolidated Annual Report distributed to Depts. under CAFS
		Prepares/updates CAFS enrolment date including list of CAFS students with their academic advisers for data college base purposes every semester	150	350	5	5	5	5.00	incoming 3rd yr. BSA students with major
OVPI MFO 2. Frontline Services									
	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	
Best practices/new initiatives									
	1. CHED-NAFES	Prepares/process and follow-up PR's and other college communications	-	2	5	5	5	5.00	
	4. Other CAFS services rendered	Assists in the photocopying services	40	150	5	5	5	5.00	
Total Over-all Rating								104.33	
Average Rating								4.97	
Adjectival Rating									

✓ Comments and Recommendation

Needs to attend seminars & trainings related to her duties & responsibilities to further improve efficiency

Average Rating (Total Over-all rating divided by 4)	4.97	
Additional Points:	-	
Punctuality	XX	
Approved Additional points (with copy of approval)	XX	
FINAL RATING	4.97	
ADJECTIVAL RATING	Outstanding	

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: **January – June 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

Instrument for Performance Effectiveness of Administration

Rating Period: January - June 2018
Name of the Employee: [Redacted] Position: [Redacted]

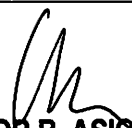
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the following targets of your department/office/section using the scale below. Evaluate your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance of the employee is outstanding. The performance of the employee is well above the level of the unit. The employee is a model for others to follow.
4	Very Satisfactory	The performance of the employee is very good. The employee is a model for others to follow.
3	Satisfactory	The performance of the employee is good. The employee is a model for others to follow.
2	Fair	The performance of the employee is fair. The employee is a model for others to follow.
1	Poor	The performance of the employee is poor. The employee is a model for others to follow.

A. Commitment (Look for outstanding and noteworthy)				
1	1	2	3	4
2	1	2	3	4
3	1	2	3	4
4	1	2	3	4
5	1	2	3	4
6	1	2	3	4
7	1	2	3	4
8	1	2	3	4
9	1	2	3	4
10	1	2	3	4

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

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000	1001	1002	1003	1004	1005	1006	1007	1008	1009	1010	1011	1012	1013	1014	1015	1016	1017	1018	1019	1020	1021	1022	1023	1024	1025	1026	1027	1028	1029	1030	1031	1032	1033	1034	1035	1036	1037	1038	1039	1040	1041	1042	1043	1044	1045	1046	1047	1048	1049	1050	1051	1052	1053	1054	1055	1056	1057	1058	1059	1060	1061	1062	1063	1064	1065	1066	1067	1068	1069	1070	1071	1072	1073	1074	1075	1076	1077	1078	1079	1080	1081	1082	1083	1084	1085	1086	1087	1088	1089	1090	1091	1092	1093	1094	1095	1096	1097	1098	1099	1100	1101	1102	1103	1104	1105	1106	1107	1108	1109	1110	1111	1112	1113	1114	1115	1116	1117	1118	1119	1120	1121	1122	1123	1124	1125	1126	1127	1128	1129	1130	1131	1132	1133	1134	1135	1136	1137	1138	1139	1140	1141	1142	1143	1144	1145	1146	1147	1148	1149	1150	1151	1152	1153	1154	1155	1156	1157	1158	1159	1160	1161	1162	1163	1164	1165	1166	1167	1168	1169	1170	1171	1172	1173	1174	1175	1176	1177	1178	1179	1180	1181	1182	1183	1184	1185	1186	1187	1188	1189	1190	1191	1192	1193	1194	1195	1196	1197	1198	1199	1200	1201	1202	1203	1204	1205	1206	1207	1208	1209	1210	1211	1212	1213	1214	1215	1216	1217	1218	1219	1220	1221	12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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 3, 2018

Target Date: June 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

