

Annex P


COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: REMENITA J. SOLIS


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.89	70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
TOTAL NUMERICAL RATING			4.92

TOTAL NUMERICAL RATING:	<u>4.92</u>
Add: Additional Approved Points, if any:	<u>-</u>
TOTAL NUMERICAL RATING:	<u>4.92</u>
FINAL NUMERICAL RATING	<u>4.92</u>
ADJECTIVAL RATING:	<u>OUTSTANDING</u>

Prepared by:


REMENITA J. SOLIS
Name of Staff


Reviewed by:


SUZETTE B. LINA
Department/Office Head

Recommending Approval:


SUZETTE B. LINA
Dean/Director

Approved:


ROTACIO S. GRAVOSO
Vice 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. 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 January - June 2024 (Accomplishment).


REMENITA J. SOLIS
Ratee


SUZETTE B. LINA
Dean
Date: 7-24-24

MFO & PAPs	Success Indicator	Task Assigned	Target (Jan-Dec. 2024)	Actual Accomplishment (Jan.- June 2024)	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/face to face	1	5	5.00	4.00	5.00	4.66	CAFS-SSC & other CAFS Student Organizations
	Number of dept. heads assisted	Provides assistance to the dept. heads inquiries through GC	5	10	4.00	5.00	5.00	4.66	all depts. under cafs & other depts non-cafs
	Number of clients (external) assisted	Provides assistance to the clients from outside VSU for inquiries related to VSU thru F/F or emails	1	5	5.00	5.00	5.00	5.00	LGUs, external campus & other SUCS

	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	-	1	5.00	5.00	4.00	4.66	CHED-NAFES 2024 Proposal
Support to Operations	PI 5. Number of in-house seminars/trainings/workshops/reviews assisted	Assists in preparing seminars/trainings/workshops (venue and materials needed)	1	-	5.00	5.00	5.00	5.00	
	PI 6. Number of trainings/workshops/seminars attended (Webinar)	Attends trainings/workshops/seminars (Webinar)	1	2	5.00	5.00	5.00	5.00	sponsored by VSU-HRM
Administrative Support Services	PI 1. Number of departments and/or service units assisted	Assisted any requests from the departments and/or service units	5	15	5.00	5.00	5.00	5.00	including DOE
	PI 2. Number of management meetings conducted/attended	Spearheaded in the preparation of notices for the meetings with the College and Department dDRCs (Face to face/Virtual), EXECOM and other meetings	3	4	5.00	5.00	5.00	5.00	execom meeting and UDRC meeting (online) and Face to face
	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	150	80	5.00	5.00	5.00	5.00	communications and other related documents
	PI 4. Number of PPMP, PRs, vouchers, etc.	Prepared College and DOST-ASTHRDP-NSC PPMP, PRs, Financial documents	2	1	5.00	5.00	5.00	5.00	OBE Syllabie training workshop
	PI 5. Number of AACCUP/ISO matters facilitated and attended	Facilitated and attended meetings related to AACCUP and ISO	3	2	5.00	5.00	5.00	5.00	ISO matters

	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	2	10	5.00	5.00	5.00	5.00	3 IPCR and 1 OPCR target including the consolidated copy-draft and final
		Prepares draft the Year-end Accomplishment of the College	1	-	5.00	5.00	5.00	5.00	
	PI 7. Number of Annual Reports prepared and submitted to concerned offices	Prepares consolidated draft and finalized College Annual Reports for submission to concerned offices	1	1	5.00	5.00	5.00	5.00	consolidated copy
	PI 8. Number of copies of notice of meetings prepared	Prepares notices of meetings (EXECOM, etc.)	3	3	5.00	5.00	5.00	5.00	EXECOM meeting
	PI 9. Number of Student Forms issued and processed	Issued and processed student forms	1	2	5.00	5.00	5.00	5.00	Clearance and other student forms
	PI 10. Efficient and customer-friendly frontline service	Served clients with courtesy; immediate response to client needs and inquiries	Minor complaint from clients	No complaint	5.00	5.00	4.00	4.66	
	PI 11. Additional Outputs								
	a. Assists the College Dean in the supervision/management of the office	Reminders to CAFS dept. heads related to ddlines, meetings, etc.	-	5	4.00	5.00	5.00	4.66	thru GC, lp or Pphone
		Cascading of Memos and other docs. To dept. heads and dept. ddracs	-	5	5.00	4.00	5.00	4.66	thru GC, lp or Pphone
Total Over-all Rating					93.00	93.00	93.00	92.96	
Average Rating								4.89	
Adjectival Rating					Outstanding				

Average Rating (Total Overall rating divided by 4)	4.89
Additional Points:	0.00
Punctuality	0.00
Approved Additional	0.00
FINAL RATING	4.89
ADJECTIVAL RATING	OUTSTANDING

COMMENTS AND RECOMMENDATIONS
FOR DEVELOPMENT PURPOSES

*Maintain the efficiency & effectiveness of the service/assigned
Attend relevant trainings.*

Evaluated & Rated by:



SUZETTE B. LINA

Unit Head

Date: 7-24-24

Recommending Approval:



SUZETTE B. LINA

College Dean

Date: 7-24-24

Approved:



ROTACIO S. GRAVOSO

VP for Academic Affairs

Date: 8-01-24

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: CAFS Dean's Office

Head of Office: Dr. Suzette B. Lina

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	Jan-June 2024	
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:



SUZETTE B. LINA

Immediate Supervisor

Noted by:



ROTACIO S. GRAVOSO

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: July 2024 Target Date: July – December 2024

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: January 2025 Target Date: January - June 2025


Next Step: Apply new knowledge in performing job.

Outcome: Improved efficiency of work.

Final Step/Recommendation:

Recommended for step higher position.

Prepared by:


SUZETTE B. LINA
Unit Head

Conforme:


REMENITA J. SOLIS
Name of Ratee Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2024

Name of Staff: **REMENITA J. SOLIS** Position: **Administrative Asst 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
Score	Total				
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:					


SUZETTE B. LINA
 Immediate Supervisor