



**Annex P**

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

Name of Administrative Staff: **GELBERTO P. VALDEVIESO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.50	70%	3.15
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.92	30%	1.18
<b>TOTAL NUMERICAL RATING</b>			<b>4.33</b>

TOTAL NUMERICAL RATING: 4.33

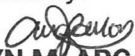
Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING: 4.33

FINAL NUMERICAL RATING 4.33

ADJECTIVAL RATING: Very Satisfactory


Prepared by:

  
**RICLYN M. ARGALLON**  
Admin. Aide

Reviewed by:

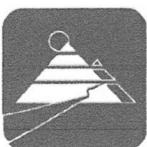
  
**JEROME O. ARRIBADO**  
Head, Eco-FARMI

Recommending Approval:

  
**IVY C. EMNACE**  
Director for Research

Approved:

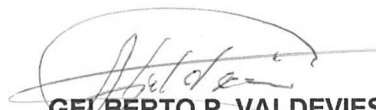
  
**SANTIAGO T. PEÑA, JR.**  
Vice President



"Exhibit B"

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, GELBERTO P. VALDEVIESO, an administrative staff of the **Eco-Farm and Resource Management Institute (Eco-FARMI)** commits to deliver and agrees to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **July 2024 to December 2024**

  
**GELBERTO P. VALDEVIESO**  
 Ratee

Date: 1/21/25

Approved:

  
**JEROME O. ARRIBADO**

Unit Head

Date: 1/21/25

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										
	PI 8.Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. Compliance to all requirements of theQMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	Zero% non-conformity	Zero% non-conformity	5	4.5	4.5	4.67	
UMFO 6. General Admin. & Support Services (GASS)										

	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customer-friendly frontline services	Entertains clients and stakeholders and ensure that their concerns are acted to faculty concerned and helps facilitate the implementation and RDE programs of Eco-FARMI	100 compliant	100% compliant	5	4.5	4.5	4.67	
			Provides support services and assistance in the operation of the administrative function of Eco-FARMI, and performs other related tasks as maybe assigned from time to time	100 compliant	100% compliant	5	4.5	4.5	4.67	
		No. of trips monitored	Conducts research staff to their travel destination and ferries visitors/trainees within VSU main campus and nearby barangays	30	25	5	4.5	4.5	4.67	
		No. of Eco-FARMI vehicle and farm equipment maintained	Maintains vehicle and farm equipment to keep them functional	2	2	4	4	3.5	3.83	
	<b>Total Over-all Rating</b>								22.50	
	<b>Average Rating</b>								4.50	
	<b>Adjectival Rating</b>								Outstanding	


Evaluated and rated by:

  
**JEROME O. ARRIBADO**

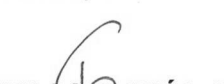
Unit Head

Date: 1/21/25

Recommending Approval:

  
**IVY C. EMNACE**  
 Director for Research  
 Date: 1/22/25

Approved by:

  
**SANTIAGO T. PEÑA JR.**  
 VP for Research, Extension, and Innovation  
 Date: 1/23/25

Comments and Recommendations for Development purposes:

Attend training related to driving safety protocol;  
 Maintain the functionality of farm equipment of the vehicle of Institute.

# PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: July-December 2024

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

Name of Employee: **GELBERTO P. VALDEVIESO**


Head of Office : **JEROME O. ARRIBADO**

Number of Personnel: 1

Activity Monitoring	MECHANISM					Remarks
	Meeting		Memo	Others (Pls. Specify)		
	One-on-One	Group				
<b>Monitoring</b> Meeting and discussion on accomplishments and plans for the upcoming months		July 3, 2024, August 5, 2024, September 6, 2024, October 15, 2024, November 11, 2024, December 6, 2024				
Monitored travels from other offices' requests		every once a month				
<b>Coaching</b> conducted consultations	July & October 2024					

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

Conducted by:

  
**JEROME O. ARRIBADO**  
Immediate Supervisor

Noted by:

  
**SANTIAGO T. PEÑA, JR.**  
Next Higher Supervisor

**EMPLOYEE DEVELOPMENT PLAN**

Rating Period: July-December 2024

Name of Employee : GELBERTO P. VALDEVIESO  
Performance Rating : \_\_\_\_\_

Aim: To enhance the skills in safety driving and trouble shooting of vehicle engine, and maintenance of farm equipment.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July Target Date: within 3rd quarter of 2024

**First Step:**

Seek out a course or workshop pertaining to safety driving execution, maintenance, and repair of various vehicles and farm machinery.

**Result:**

Attendance to training course or workshop pertaining to safety driving execution, maintenance, and repair of various vehicles and farm machinery

Date: October Target Date: within 4th Quarter of 2024

**Next Step:**

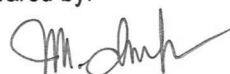
Acquire new skills in safe driving, repair, and maintenance of various vehicles and farm equipment.

**Outcome:**

Enhanced proficiency in vehicle and farm equipment troubleshooting and driving for safe travel.

**Final Step/Recommendation:**

Prepared by:

**JEROME O. ARRIBADO**

Unit Head

Conforme:

  
**GELBERTO P. VALDEVIESO**

Name of Ratee



**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: **July to December 2024**

Name of Staff: **GELBERTO P. VALDEVIESO**

Position: **ADMIN.AIDE**

**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
<b>Total Score</b>		47				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		<b>Scale</b>				
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
<b>Total Score</b>		31				
<b>Average Score</b>		3.92				
<b>Overall recommendation:</b>						
Continue to enhance your skills and abilities, and your commitment to support the Institute.						

  
**JEROME O. ARRIBADO**  
 Immediate Supervisor