



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **LEILANI M. VALDEVIESO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.56	70%	3.19
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
TOTAL NUMERICAL RATING			4.69

TOTAL NUMERICAL RATING: 4.69

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.69

FINAL NUMERICAL RATING 4.69

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:


LEILANI M. VALDEVIESO
Name of Staff

Reviewed by:


LYNETTE C. CIMAFRANCA
Department Head

Recommending Approval:


VICTOR B. ASIO
College Dean


Approved:


BEATRIZ S. BELONIAS
Vice President

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LEILANI M. VALDEVIESO of the Department of Food Science and Technology commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June, 2022.


LEILANI M. VALDEVIESO
Ratee

Approved:


LYNETTE C. CIMAFRANCA
Department Head

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment (Jan-June 2022)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Advance and Higher Education Services	PI.1. Number of solutions/glasswares/ utensils prepared	Facilitates the preparation of solutions, glasswares & kitchen utensils used for lab/day	10	4	5	4	4	4.33	
	PI.4 Number of glasswares/ apparatus/utensils cleaned	Facilitates washing of glasswares & utensils	10	4	5	4	4	4.33	
	PI.5 Number of chemicals/ reagents listed for purchase	Facilitates purchase of chemicals/reagents	5	1	4	4	4	4.00	
	PI.6 Number of laboratory classes assisted	Prepares laboratory materials and supplies for laboratory classes	5	2	5	5	4	4.67	
Extension	Number of trainings assisted	Assists Hands-on training on food processing	12	4	5	5	5	5.00	
	Number of training participants assisted	Assists participants during food processing	50	20	5	5	5	5.00	

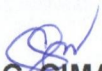
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Average Rating (Total Over-all rating divided by 4)		4.56
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.56
ADJECTIVAL RATING		VERY SATISFACTORY

Comments & Recommendations for Development Purpose:

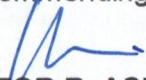
Participate trainings relative to microbiological procedures and operations, since she will be handling microbial analysis of Food Testing Laboratory

Evaluated & Rated by:


LYNETTE C. CIMAFRANCA
Dept/Unit Head

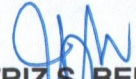
Date: _____

Recommending Approval:


VICTOR B. ASIO
College Dean

Date: _____

Approved by:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Date: 8-5-2022

1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2022

Name of Staff: LEILANI M. VALDEVIESO

Position: Administrative Aide I

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

Overall recommendation

LYNETTE C. CIMA FRANCA
Printed Name and Signature
Head of Office

Vision:
Mission:

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FM-HRM-26
VO 11-12-2021

No.

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : LEILANI M. VALDEVIESO
Performance Rating : Outstanding

Aim: To enhance competence of the staff member.

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

Date: January 2022

Target Date: June 2022

First Step:

Require Ms. Valdevieso to innovate a system of organizing the kitchen tools, laboratory glasswares and reagents, as well as submit an inventory report one week after the end of the semester.

Result:

Organized and well accounted laboratory materials.

Date: July 2022

Target Date: December 2022

Next Step:

Participation to trainings relative to microbiological procedures and operations, since she will be handling microbial analysis of FTL.

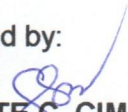
Outcome:

Enhanced technical capability

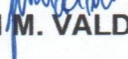
Final Step/Recommendation:

Provide budget appropriation for trainings on laboratory procedures, operations and management.

Prepared by:


LYNETTE C. CIMAFRANCA
Unit Head

Conforme:


LEILANI M. VALDEVIESO
Ratee