

OFFICE OF THE HEAD OF PERFORMANCE MANAGEMENT AND **REWARDS & RECOGNITION**

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

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)
Numerical Rating per IPCR	4.56	70%	3.19
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
	TOTAL NU	MERICAL RATING	4.69

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.69 4.69

FINAL NUMERICAL RATING

4.69

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

Name of Staff

LYNETTE C. CIMAFRANCA

Department Head

Recommending Approval:

VICTOR B. ASIO College Dean

Approved:

BELONIAS

Vice President

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"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

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

Approved:

LEILANI M. VALDEVIESO

Ratee

LYNETTE C. CIMAFRANCA

Department Head

				Actual			Rating		Remarks
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Accomplishment (Jan-June 2022)	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	

	Number of preparations for the training	Purchase & prepares raw materials; clean up	12	5	5	5	4	4.67	
Support to Operations	PI.1 Number of Laboratory preparation for laboratory classes	Faculty and students served on time	10	4	5	5	4	4.67	
	PI.2 Number of laboratory rooms cleaned	Cleans laboratory rooms	10	4	4	5	4	4.33	
	PI.3 Number of thesis assisted in performing their research activities	Thesis students served on time	20	15	5	5	4	4.67	
	PI.4 Number of students/ faculty members performing research and extension	provides technical services to students and faculty members	15	10	5	5	4	4.67	
	PI.6 Number of consolidated/filed documents	Consolidates /bind /file documents	10	4	4	4	4	4.00	
	PI.7 Number of inventory conducted	Conducts laboratory inventory	2	1	4	4	4	4.00	
	PI.8 Number of department's social activities facilitated	Facilitates department's social activities	15	10	5	5	5	5.00	
General Administration a	and Support Services (
	Efficient and customer friendly frontline service	Customer assistance	80%	60%	5	5	5	5.00	
Total Over-all Rating								68.34	

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

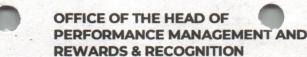
Comments &	& Recommendations
for Develop	ment Purpose:

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

Evaluated & Rated by:	Recommending Approval:	Approved by:
(Con)		Oph
LYNETTE C. CIMAFRANCA	VICTOR B. ASIO	BEATRIZ S BELONIAS
Dept/Unit Head	College Dean	Vice President for Academic Affair
Date:	Date:	Date: _ 8-5- 2022

1 - Quality 2 - Efficiency 3 - Timeliness4 - Average





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nd.ube.usv.www.sities www.vsu.ed.uby in alection in the comment of the supervisors only to be rated by higher

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January -June 2022

Name of Staff: LEILANI M. VALDEVIESO

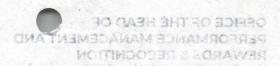
Position: Administrative Aide I

confidence from subordinates and that of higher superiors

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.

Г			satisfaction of clients.
-	Scale	Descriptive Rating	Qualitative Description
Comments of products on	4 3 2 5	Outstanding 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
	14 4 2	Very Satisfactory	The performance meets and often exceeds the job requirements
	3	Satisfactory	The performance meets job requirements and table and too babben
	2	Fair to	The performance needs some development to meet job requirements.
F	1	Poor	The staff fails to meet job requirements

A. C	Commitment (both for subordinates and supervisors)	0	ose	Scale	9.0	
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



SANASIV (C)

Total	Score	C	20		×	44
B. Leadership & Management (For supervisors only to be rated by higher supervisor)			5	Scale	9	
Demonstrates mastery and expertise in all areas of work to gain trust, resconfidence from subordinates and that of higher superiors	pect and	5	_4	3	2	1
Visionary and creative to draw strategic and specific plans and target office/department aligned to that of the overall plans of the university.	s of the	5	4	3	2	1
 Innovates for the purpose of improving efficiency and effectiveness operational processes and functions of the department/office for satisfaction of clients. 			4 7	3	2	1
Accepts accountability for the overall performance and in delivering the required of his/her unit.	e output	5	4	3	2	1
 Demonstrates, teaches, monitors, coaches and motivates subordinates improved efficiency and effectiveness in accomplishing their assigned needed for the attainment of the calibrated targets of the unit 	the second state of the second)4	3	2	1
And the second s	tal Score	p	A	2		
Average Start Late Co meet your organism Average Avera	ge Score	5.	0	1		1

	Ove	erall	reco	mm	endation: provide Mr. Valdevieso the open tunity for growth	A. C
	2	3	Δ	Ĉ	Demonstrates sensitivity to the residence and makes the latter's experience in	
				3	transacting business with the office withling and rewarding.	
	2	3	A	d	Makas self-available to clients every your official time	
	2	3	A	(0)	Submits urgent not spring the spring of the submits urgent not spring the spring of the submit of th	
	2	3-	4/	3	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	
The second second	2	3	4	3	Commits imposelfherself to help attain the targets of his/her office by assisting co- employees who fail to perform all assigned tasks	
	2	3	4	5	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.	
	3	, i	i i	, i	Keeps mouraite records of her work which is easily ternevable when needed	
-	2	8	1.0	3	Suggests new ways to further improve her work and the services of the office to its clients	
	2	3	A	Ö,	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical lowards the attainment of the functions of the university	
to distribution branch or unitalities	2	3	4	(2)	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 other or satisfaction of clientele	
	2	3	4	G Z	Accepts objective childsins and opens to suggestions and innovations for improvement of his work accomplishment	
	2	3	4	3	Willing to be trained and developed	

EMPLOYEE DEVELOPMENT PLAN

Name of Employee

: LEILANI M. VALDEVIESO

Performance Rating

: Outstanding

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