



COMPUTATION OF FINAL INDIVIDUAL RATING FOR RESEARCH STAFF

Annex P

Name of Administrative Staff: **Milleza, Dyana Rose T.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.75	70%	3.33
Supervisor/Head 's assessment of her contribution towards attainment of office accomplishments	4.94	30%	1.48
TOTAL NUMERICAL RATING			4.81

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____


FINAL NUMERICAL RATING: **4.81**

ADJECTIVAL RATING: **Outstanding**


Prepared and reviewed by:


JAMES A. PATINDOL
Head, CASL

Recommending Approval:


ROSA OPHELIA D. VELARDE
Director for Research

Approved:


MARIA JULIET C. CENIZA
VP for Res., Ext., & Innovation

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, **DYANA ROSE T. MILLEZA** of CASL-OVPREI commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JULY** to **DECEMBER**, 2023.

Milleza
DYANA ROSE T. MILLEZA
Ratee

James A. Patindol
Approved: **JAMES A. PATINDOL**
Head of Unit

MFO/PAPS	Success Indicators	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Analytical Services	1. Number of chemical analyses for soil and sediment samples conducted and performed	○ pH (water)	500	106					
		○ Total Organic carbon/organic matter		320					
		○ Total N		420					
	2. Number of physical analyses for soil samples conducted and performed	○ Avail P		247					
		○ Exchangeable K, Ca, Mg, Na		323					
		○ Extractable Fe, Mn, Cu, Zn, Ni, Cd, Pb		78					
		TOTAL		1494	5	5	4	4.67	
		○ Particle size distribution and textural class analysis	20	46					
		○ Moisture content		5					
		TOTAL		51	5	5	4	4.67	

	3. Number of chemical analyses for plant tissue samples conducted and performed	<ul style="list-style-type: none"> ○ OC/OM ○ Total Nitrogen ○ Total P ○ Total K, Ca, Mg, Na ○ Total Fe, Mn, Cu, Zn, Ni, Cd, Pb ○ Sugar and Starch ○ Chlorophyll 	100	3 82 22 16 11 12 35					
		TOTAL		181	5	5	4	4.67	
	4. Number of chemical analyses performed on water and organic samples	<ul style="list-style-type: none"> ○ OC/OM ○ Total Nitrogen ○ Total P ○ Total K, Ca, Mg, Na ○ Total Fe, Mn, Cu, Zn, Ni 	15	7 7 18 42 31					
		TOTAL		105	5	5	4	4.67	
	5. Number of test reports prepared	<ul style="list-style-type: none"> ○ Test reports for soil, plant, water, and organic samples 	30	53	5	5	4	4.67	
Research Support	1. Number of research projects assisted for physical and chemical analysis of varied sample material	<ul style="list-style-type: none"> ○ Number samples submitted by different research centers, academic departments, students, and government agencies 	200	516	5	5	4	4.67	

Other services	1. Number of clients served with zero complaint.	○ Serve clients on time and with zero percent complaint.	0% complaints	0% complaints	5	5	5	5	
	2. Number of visitors, clients and students oriented and toured in the laboratory.	○ Assists and helps in the orientation and touring of visitors, clients and students.	0% complaints	0% complaints	5	5	5	5	
Total Rating									

Average Rating (Total Over-all rating divided by 4)		4.75
Additional Points:		
Punctuality		
Approved additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:

Attend workshops and seminars

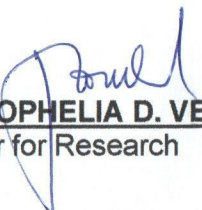
- 1- Quality
- 2- Efficiency
- 3- Timeliness
- 4- Average

Evaluated and Rated by:


JAMES A. PATINDOL
 Head of Unit

Date 12/05/23

Recommending Approval:


ROSA OPHELIA D. VELARDE
 Director for Research

Date 12/06/23

Approved by:


MARIA JULIET C. CENIZA
 VP for Research, Extension & Innovation

Date 12/6/23



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2023

Name of Staff: DYANA ROSE T. MILLEZA Position: SCIENCE RESEARCH SPECIALIST 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

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Total Score		59				
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		25				
Average Score		4.94				

Overall recommendation : Keep as is.


JAMES A. PATINDOL
 Head of Unit