



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	4.72	70%	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.73

TOTAL NUMERICAL RATING: 4.73

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.73

FINAL NUMERICAL RATING 4.73

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

LEILANI M. VALDEVIESO

Name of Staff

Reviewed by:

LORINA A. GALVEZ

Department Head

Recommending Approval:

VICTOR B. ASIO

Dean, CAFS

Approved:


REMBERTO A. PATINDOL

Vice President for Administration and Finance


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Ms. Leilani M. Valdevieso, of the Department of Food Science and Technology commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January -June 2021.


LEILANI M. VALDEVIESO
Ratee

Approved:


LORINA A. GALVEZ
Head of Unit


VICTOR B. ASIO
Dean, CAFS

MFO No.	MFO & PAPs	Success/Performance Indicators (PI)	Program/Activities/Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Quality	Efficiency	Timeliness	Average	
MFO: 1 & 2	Advance and Higher Education Services	PI.1. Number of solutions/glasswares/utensils prepared	Instruction	Facilitates the preparation of solutions, glasswares & kitchen utensils used for lab/day	10	5	5	5	4	4.67	
		PI.4 Number of glasswares/apparatus/utensils cleaned	Instruction	Facilitates washing of glasswares & utensils	12	10	5	5	4	4.67	
		PI.5 Number of chemicals/reagents listed for purchase	Instruction	Facilitates purchase of chemicals/reagents	2	1	5	5	4	4.67	
		PI.6 Number of exams proctores/assisted	Instruction	Proctores exams	2	1	5	5	5	5.00	
	Extension	Number of trainings assisted	Extension	Assists Hands-on training on food processing	2	1	5	5	5	5.00	
		Number of training participants assisted	Extension	Assists participants during food processing	25	50	5	5	5	5.00	
		Number of preparations for the training	Extension	Purchase & prepares raw materials; clean up	2	1	5	5	4	4.67	
	Support to Operations	PI.1 Number of Laboratory preparation for virtual laboratory classes	Administrative	Faculty and students served on time	4	3	5	5	4	4.67	


		PI.2 Number of laboratory rooms cleaned	Administrative	Cleans laboratory rooms	10	7	5	5	4	4.67	
		PI.3 Number of thesis assisted in performing their research activities	Technical services served	Thesis students served on time	3	4	5	5	4	4.67	
		PI.4 Number of students/faculty members performing research and extension	Technical services served	provides technical services to students and faculty members	4	2	5	5	4	4.67	
		PI.6 Number of consolidated/filed documents	Administrative	Consolidates /bind /file documents	5	3	5	4	4	4.33	
		PI.7 Number of inventory conducted	Technical services served	Conducts laboratory inventory	2/sem	2	5	4	4	4.33	
		PI.8 Number of department's social activities facilitated	Technical services served	Faciliates department's social activities	3	2	5	5	5	5.00	
MFO 6:	General Administration and Support Services (GASS)										
	Efficient and customer friendly frontline service	Served with 0% complaint from client	General Services	Customer assistance							
Total Over-all Rating										66.02	

Average Rating (Total Over-all rating divided by 4)	4.72
Additional Points	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.72
ADJECTIVAL RATING	OUTSTANDING


Comments and Recommendations for Development Purpose:

1. Innovate a system of organizing the kitchen tools, laboratory glasswares & reagents and the like.
2. Attend training on 5s


Evaluated and Rated by:


LORINA A. GALVEZ
 Head, DFST
 Date: 7-27-21

Recommending Approval:


VICTOR B. ASIO
 College Dean
 Date: 28 July 2021

Approved by:


BEATRIZ S. BELONIAS
 VP for Academic Affairs
 Date: 8/2/2021



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY- JUNE 2021

Name of Staff: LEILANI M. VALDEVIESO

Position: Admin. 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
Total Score		57				

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		NA				
Average Score		4.75				

Overall recommendation : 1. Improve the storage system of our kitchen tools, chemicals, reagents and the like making sure for easy retrieval.
2. Have a file for the instruments manual for easy access.



LORINA A. GALVEZ
Printed Name and Signature
Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : LEILANI M. VALDEVIESO

Performance Rating : **Outstanding**

Aim: To improve competence of the staff member.

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

Date: January 2021

Target Date: March 2021

First Step:

Required Ms. Valdevieso to innovate a system of organizing the kitchen tools, laboratory glasswares and reagents and the like.

Result:

Ms. Valdevieso started to innovate a system of organizing things.

Date: April 2021

Target Date: June 2021

Next Step:

Outcome:

Ms. Valdevieso has a more organized documents and kitchen tools, glassware in the laboratory.


Final Step/Recommendation:

Attend a training on 5S.

Prepared by:


LORINA A. GALVEZ
Unit Head

Conforme:


LEILANI M. VALDEVIESO
Ratee