

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF


Name of Administrative Staff: LEILANI M. VALDEVIESO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.57	70%	3.20
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.65

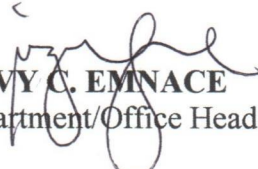
TOTAL NUMERICAL RATING: 4.65
Add: Additional Approved Points, if any: 0.00
FINAL NUMERICAL RATING 4.65

ADJECTIVAL RATING: Outstanding


Prepared by:


LEILANI M. VALDEVIESO
Name of Staff


Reviewed by:


IVY C. EMNACE
Department/Office Head

Recommending Approval:


VICTOR B. ASIO
Dean, CAFS

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Mr. 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 June to June 2019.

LEILANI M. VALDEVIESO

Ratee

Approved:

IVY C. EMNACE

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/day/lab	Instruction	Facilitated the preparation of solutions, glasswares & kitchen utensils used for lab/day	90%	95%	5	5	4	4.67	
		P1.2 Number of faculty/students assisted/day/lab	Instruction	Assisted faculty/ students	95%	100%	5	5	5	5.00	
		PI.3. Number of borrowers slip prepared/day/lab	Instruction	Number of borrowers slip prepared	90%	95%	4	4	4	4.00	
		PI.4 Number of glasswares/apparatus/utensils cleaned/day	Instruction	Facilitated washing of glasswares & utensils	80%	100%	5	5	4	4.67	
		PI.5 Number of chemicals/reagents listed for purchase	Instruction	Facilitated purchase of chemicals/reagents	90%	95%	4	4	4	4.00	
		PI.6 Number of times assisted/proctored exams	Instruction	Proctored exams	2 times	5 times	5	5	5	5.00	
	Extension	Number of trainings assisted	Extension	Hands-on training on food processing	4/rating period	10/rating period	5	5	5	5.00	
		Number of participants trained	Extension	Assisted participants during food processing	60	100	5	5	5	5.00	
		Number of preparations for the training	Extension	Purchased & prepared raw materials; clean up	4	5	5	5	5	5.00	
	Support to Operations	PI.1 Number of students and faculty served on time during the schedule laboratory class	Administrative	Faculty and students served on time	4 faculty; 10 lab/wk	5%	5	4	4	4.67	

		Pl.2 Percentage of requests for reagents prepared and issued during scheduled lab classes	Administrative	Requests prepared and issued	90%	95%	4	5	4	4.67	
		Pl.3 Number of thesis students performing research functions requesting for technical services served on time	Technical services served	Thesis students served on time	12	15	5	5	5	5.00	
		Pl.4 Number of students/faculty members performing research and extension functions requesting for	Technical services served	Number of faculty/students served	2 faculty/6 students	5	5	5	5	5.00	
		Pl.5 Emergency assistance	Emergency assistance	Emergency requests for assistance served within 5 mins	1	5	4	4	4	4.00	
		Pl.6 Number of consolidated/filed documents	Administrative	Consolidated/bound/file documents	8	10	4	3	3	3.33	
		Pl.7 Conducts inventory every semester	Technical services served	Submitted inventory on time	1/sem	21	4	4	3	3.67	
MFO 6:	General Administration and Support Services (GASS)										
	Efficient and customer friendly frontline service	Served with 0% complaint from client	General Services	Customer assistance	0% complaint		5	5	5	5.00	
Total Over-all Rating										77.68	


Average Rating (Total Over-all rating divided by 4)	4.57
Additional Points	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.57
ADJECTIVAL RATING	VERY SATISFACTORY

Comments and Recommendations for Development Purpose:
Conduct laboratory equipment, supplies & materials inventory.

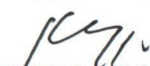
Evaluated and Rated by:


VY C. EMNACE
Head, DFST
Date: _____

Recommending Approval:


VICTOR B. ASIO
College Dean
Date: _____

Approved by:


BEATRIZ S. BELONIAS
VP for Instruction
Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2019

Name of Staff: **LEILANI M. VALDEVIESO** Position: Admin. Aide I

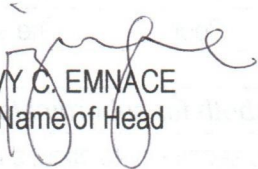
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		58				
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	5	4	3	2	1

office/department aligned to that of the overall plans of the university.					
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	50				
Average Score	4.83				

Overall recommendation : _____


IVY C. EMNACE
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : LEILANI M. VALDEVIESO
Performance Rating : OUTSTANDING (4.65)

Aim: To improve capability as a laboratory technician

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

Date: January 2019 Target Date: March 2019

First Step:

Monitor Ms.Valdevieso's performance concerning to assisting instructors/professor during the conduct of laboratory classes and other related activities.

Result:

Majority of the laboratory related activities were prepared on time

Date: April 2019 Target Date: June 2019

Next Step:
One – on-one meeting with Ms. Valdevieso

Outcome:


Her performance related to laboratory activities has improved.

Final Step/Recommendation:

Required Ms. Valdevieso to attend trainings and seminars to improve and upgrade her skills in laboratory activities.

Prepared by:


IVY C. EMANCE
Unit Head

Conforme:

LEILANI M. VALDEVIESO
Ratee