## 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	4.79	70%	3.35
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
		TOTAL NUM	ERICAL RATING	4.80

TOTAL NUMERICAL RATING:

<u>4.80</u>

Add: Additional Approved Points, if any:

0.00

FINAL NUMERICAL RATING

4.80

ADJECTIVAL RATING:

**Outstanding** 

Prepared by:

Reviewed by:

LEILANI M. VALDEVIESO

Name of Staff

Department/Office Head

Recommending Approval:

VICTOR B. ASIO Dean, CAFS

Approved:

**BEATRIZ \$. BELONIAS**Vice President for Instruction

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Recommending Approva

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January/

## 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 July to December 2018.

LEILANI M. VALDEVIESO

Ratee

Approved:

		Katee					Teau.	אווע וינ			
								$\cup$	Rating		Remarks
MFO No.	MFO & PAPs	Success/Performance Indicators (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
MFO: 1	High 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	5	S.0	
		P1.2 Number of faculty/ students assisted/day/lab	Instruction	Assisted faculty/ students	95%	100%	5	5	5	C.0	
		PI.3. Number of borrowers slip	Instruction	Number of borrowers slip prepared	90%	95%	5	4	5	4.66	
		PI.4 Number of glasswares/ apparatus/utensils	Instruction	Facilitated washing of glasswares & utensils	90%	95%	5	5	5	5.00	
		PI.5 Number of chemicals/ reagents listed for purchase	Instruction	Facilitated purchase of chemicals/reagents	90%	95%	5	5	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	$\infty.2$	
		Number of preparations for the training	Extension	Purchased & prepared raw materials; clean up	4	5	5	5	5	2.00	
	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	5	5	7.00	
		PI.2 Percentage of requests for reagents prepared and issued	Administrative	Requests prepared and issued	90%	95%	5	4	4	4.33	

		PI.3 Number of thesis students performing research functions requesting for technical services served on time		Thesis students served on time	12	15	7	7	7	Sio	
		PI.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	7	7	5	Ć) Š	
		PI.5 Emergency assistance	Emergency assistance	Emergency requests for assistnace served within 5 mins	1	5	7	4	7	5.53	
		PI.6 Number of consolitated/filed documents	Administrative	Consolidated/bound/file documents	8	10	4	3	4	3.67	
		PI.7 Conducts inventory every semester	Technical services served	Submitted inventory on time	1/sem	21	7	4	4	4.33	
MFO 6:	General Administration and Support Services										
	Efficient and customer friendly frontline service	Served with 0% complaint from client		Customer assistance	0% complaint						
			Total Ov	eral-all Rating						76.705	

Average Rating (Total Over-all rating divided by 4)	4.79
Additional Points	•
Approved Additional Points (with copy of approval)	
FINAL RATING	4.79
ADJECTIVAL RATING	OUTSTANDING

Evaluated and Rated by:

Recommending Approval:

BEATRIZ S. BELONIAS

Approved by:

Comments and Recommendations for Development

Should Improve & anduct laborating

VP for Instruction

Date: \_\_\_\_\_

inventing.

Purpose:

College Dean

Date: \_\_\_\_\_

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## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2018

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				

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	Commitment (both for subordinates and supervisors)		-	Sca	le	
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					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		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		4	3	2	1
1.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
2.	Willing to be trained and developed	(5	4	3	2	1
	Total Score					
B. I	Leadership & Management (For supervisors only to be rated by higher supervisor)		S	Scale	9	
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

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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	
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	B	4 noi	3	2	
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	,
	office/department aligned to that of the overall plans of the university.	-				

Overall recommendation

IVY C EMMACE Name of Head

## **EMPLOYEE DEVELOPMENT PLAN**

Name of Employee Performance Rating

: LEILANI M. VALDEVIESO 4.80 OUTSTANDING

Aim:

To improve capability as a laboratory technician

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

Date: July 2018

Target Date: September 2018

First Step:

Monitor further 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: October 2018

Target Date: December 2018

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:

Conforme:

LEILANIM. VALDEVIESO

Ratee

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Proposed marking to improve Performance carrier Comprond and Qualification to example higher responsibilities:

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Dare: October 2018

Target Date: December 2019

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Outcome:

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