

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


Name of Faculty Member: Ms. Leilani M. Valdevieso

Program Involvement (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2 x 3)
1. Numerical Rating per IPCR	4.79	70%	3.35
2 Supervisory/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
		TOTAL, NUMERICAL RATING	4.78

EQUIVALENT NUMERICAL RATING: 4.78  
Add: Additional Points, if any:  
TOTAL NUMERICAL RATING: 4.78

ADJECTIVAL RATING: Outstanding

Prepared by:

  
**LEILANI M. VALDEVIESO**  
Name of Administrative

Reviewed by:

  
**IVY C. ENNACE**  
Department Head

Approved by:

  
**EDGARDO E. TULIN**  
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Mrs. 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 targets in accordance with the indicated measures for the period **July to December, 2016**.

*Leilani M. Valdevieso*  
**LEILANI M. VALDEVIESO**

Ratee

Approved:

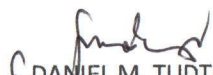
*Ivy C. Emnace*  
**IVY C. EMNACE**  
Head of Unit

MFO No.	MFO & PAPs	Success/Performance Indicators (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							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%	99%	5	5	5	5.00	
		PI.2 Number of faculty/ students assisted/day/lab	Instruction	Assisted faculty/ students	90%	100%	5	5	5	5.00	
		PI.3. Number of borrowers slip prepared/day/lab	Instruction	Number of borrowers slip prepared	90%	98%	5	4	5	4.67	
		PI.4 Number of glasswares/ apparatus/utensils	Instruction	Facilitated washing of glasswares & utensils	90%	97%	5	5	4	4.67	
		PI.5 Number of chemicals/ reagents listed for purchase	Instruction	Facilitated purchase of chemicals/reagents	90%	97%	5	4	5	4.67	
		PI.6 Number of times assisted/ proctored exams	Instruction	Proctored exams	2 times	4 times	5	5	5	5.00	
		PI.7 Number of times prepared/ facilitated for practical exams	Instruction	Prepared/facilitated practical exams	1/sem	1/sem	5	5	5	5.00	
		PI.8 Prepared daily incident report/day	Instruction	Prepared every after class	once a week	once a week	4	4	4	4.00	
	Extension	Number of trainings assisted	Extension	Hands-on training on food processing	2/rating period	5/rating period	5	5	5	5.00	
		Number of participants trained	Extension	Assisted participants during food processing	60	80	5	5	5	5.00	
		Number of preparations for the training	Extension	Purchased & prepared raw materials; clean up	2	4	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 faculty; 12 lab/wk	5	5	5	5.00	



		PI.2 Percentage of requests for reagents prepared and issued during scheduled lab classes	Administrative	Requests prepared and issued	90%	98%	5	5	4	4.67	
		PI.3 Number of thesis students performing research functions requesting for technical services served on time	Technical services served	Thesis students served on time	2	6	5	5	5	5.00	
		PI.4 Number of students/faculty members performing research and extension functions requesting for technical services served within 1 week	Technical services served	Number of faculty/students served	2 faculty/4 students	3/faculty/6 students	5	5	5	5.00	
		PI.5 Emergency assistance	Emergency assistance	Emergency requests for assistnace served within 5 mins	1	2	5	4	5	4.67	
		PI.6 Number of consolitated/filed documents	Administrative	Consolidated/bound/file documents	6	10	4	5	4	4.33	
		PI.7 Conducts inventory every semester	Technical services served	Submitted inventory on time	1/sem	1/sem	5	5	4	4.67	
MFO 6:	<b>General Administration and Support Services (GASS)</b>										
	Efficient and customer friendly frontline service	Served with 0% complaint from client	General Services	Customer assistance	0% complaint	1 minor complaint	5	5	4	4.67	
	Total Overall-all Rating									91.00	
	Average Rating									4.79	
	Adjectival Rating										

Received by:

  
**DANIEL M. TUDTUD, JR.**  
 Head, Planning Office

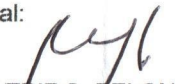
Date: \_\_\_\_\_

Calibrated by:

  
**REMBERTO A. PATINDOL**  
 Chair, PMT

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

Recommending Approval:

  
**BEATRIZ S. BELONIAS**  
 Vice. Pres. Instruction

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

Approved:

**EDGARDO E. TULIN**  
 President

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

Average Rating (Total Over-all rating divided by 4)		4.79
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.79
ADJECTIVAL RATING		Outstanding

Received by:

**DANIEL M. TUdTUD, JR.**

Planning Officer

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

Calibrated by:

**REMBERTO A. PATINDOL**

Chairman, PMT

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

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

Comments & Recommendations for  
Development Purpose:

Recommending Approval:

**BEATRIZ S. BELONIAS**

Vice Pres. for Instruction

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

Approved:

**EDGARDO E. TULIN**

President

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



### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July –December 2016

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		57/12 = 4.75				

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					
Average Score					

Overall recommendation : \_\_\_\_\_

  
IVY C. ENRIACE  
Name of Head