



Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE
STAFF**

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.98	70%	3.49
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.88	30%	1.46
TOTAL NUMERICAL RATING			4.95

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

4.95


ADJECTIVAL RATING:

OUTSTANDING


Prepared and Reviewed by:


JAMES A. PATINDOL
Head, CASL

Recommending Approval:


IVY C. EMNACE
Director for Research

Approved:


SANTIAGO T. PEÑA JR.
VP for Research, Extension and 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 **JANUARY** to **JUNE**, 2024.

Milleza
DYANA ROSE T. MILLEZA
 Ratee
 8/8/24

James A. Patindol
 Approved: **JAMES A. PATINDOL**
 Head of Unit 8/8/24



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	o pH (water)	600	392					
		o Total Organic carbon/organic matter		512					
		o Total N		751					
	2. Number of physical analyses for soil samples conducted and performed	o Avail P		454					
		o Exchangeable K, Ca, Mg, Na		1117					
		o Extractable Fe, Mn, Cu, Zn, Ni, Cd, Pb		626					
		TOTAL		3852	5	5	4.9	4.97	
		o Particle size distribution and textural class analysis	25	174					
		o Moisture content							
		TOTAL		174	5	5	5	5	

	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 ○ Ash and Moisture Content 	125	6 134 98 121 383 6 60 28					
		TOTAL		836	5	5	4.9	4.97	
	4. Number of chemical analyses performed on water and organic samples	<ul style="list-style-type: none"> ○ pH ○ OC/OM ○ Total Nitrogen ○ Total P ○ Total K, Ca, Mg, Na ○ Total Fe, Mn, Cu, Zn, Ni 	125	12 3 157 136 163 775					
		TOTAL		1246	5	4.9	4.9	4.93	
	5. Number of test reports prepared	<ul style="list-style-type: none"> ○ Test reports for soil, plant, water, and organic samples 	20	138	5	5	4.9	4.97	
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 	375	1701	5	5	5	5	

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								4.98	

Average Rating (Total Over-all rating divided by 4)		4.98
Additional Points:		
Punctuality		
Approved additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:
Attend workshops that are relevant to her functions in the laboratory.


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

Evaluated and Rated by:


JAMES A. PATINDOL
Head of Unit


Date 8/8/24

Recommending Approval:


IVY C. EMNACE
Director for Research

Date 8/8/24

Approved by:


SANTIAGO T. PEÑA JR.
VP for Research, Extension & Innovation

Date 8/14/2024



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY TO JUNE 2024

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
Total Score					
B. Leadership & Management <i>(For supervisors only to be rated by higher supervisor)</i>	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	83				
Average Score	4.88				
Overall recommendation:					


JAMES A. PATINDOL
 Head of Unit

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: DYANA ROSE T. MILLEZAPerformance Rating: 4.95

Aim: To conduct chemical analyses for all samples submitted to the laboratory, make test reports for clients, make monthly financial reports, upkeep of the different laboratory equipment and apparatus, and help maintain cleanliness in the laboratory.

Proposed Interventions to Improve Performance:

Date: January 8, 2024Target Date: June 30, 2024

First Step:

- Analyze all samples submitted in the laboratory. Conduct chemical analyses on all samples on a "first come first served basis"
- Secure a logbook for all samples submitted and ensure that each sample is properly coded and written in the log book.
- Always maintain cleanliness in the laboratory by cleaning before and after work.
- Maintain a user's logbook for each equipment in order to provide traceability of the last user in case equipment malfunctioned or not cleaned after use.
- Inventory of chemicals and laboratory supplies and up to date submission of inventory report.
- Help in the preparation of check samples for use as QC material.

Result:

- By the end of the third quarter, ninety percent (90%) of all samples submitted had been analyzed and report of analysis released after payment of fees.
- Well maintained record for equipment usage, inventory of chemicals and calibration record of some equipment.
- Well maintained laboratory.

Date: July 1, 2024Target Date: December 31, 2024

Next Step:


- Continue analysis of samples submitted in the laboratory.
- Make test reports for clients.
- General cleaning of the laboratory, weighing and instrumentation rooms.
- Observance of laboratory safety, QC protocol & GLP at all times.
- Attend training/ congress to earn continuing professional education (CPD) units necessary for license renewal.
- Make sure to submit monthly financial reports.

Outcome: Cater all the chemical analyses needs of VSU's research community and students, LGUs, NGOs, farmers, entrepreneurs and other interested individuals from outside VSU.


Final Step/Recommendation:

To maintain work productivity and effectiveness to accommodate all the chemical analyses needs not just in VSU research and student community but also for clients outside VSU.

Prepared by:


JAMES A. PATINDOL
Head of Unit

Conforme:


DYANA ROSE T. MILLEZA
Name of Ratee/Faculty/Staff

PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: OVPREI- CASLHead of Office: JAMES A. PATINDOLName of Faculty/Staff: DYANA ROSE T. MILLEZA Signature: _____Date: January 8, 2024 to June 30, 2024

X	1 st	Q U A R T E R
X	2 nd	
	3 rd	
	4 th	


Activity Monitoring	Meeting			Memo	Others (Pls. specify)	Remarks
	One-on-One	Group				
Monitoring A. Laboratory Analyses	Always remind analyst to: ✧ Use correct method of analysis for specific type of sample material. ✧ Monitoring and checking of lab instruments. ✧ The importance of observing laboratory safety, GLP, and housekeeping at all times.	Special meeting to raise concerns and to come up with strategies to improve productivity.				Problems and concerns were addressed
Coaching A. Laboratory Analyses	✧ One on one sharing of ideas on how to improve the situation in the laboratory and the quality of work.					

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Prepared/Conducted by:

Verified by:


JAMES A. PATINDOL
 Head of Unit


SANTIAGO T. PEÑA JR.
 Vice President, Research, Extension & Innovation

cc: OVPI
 ODAHRD
 PRPEO