



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

*Received*  
109-112  
12 DEC 2023  
Annex P

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

| Particulars<br>(1)   | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|--|-------------------------|--------------------------|---|
| Numerical Rating per IPCR  | 4.67                    | 70%                      | 3.27                                    |
| Supervisor/Head 's assessment of<br>her contribution towards attainment<br>of office accomplishments | 4.76                    | 30%                      | 1.43                                    |
| <b>TOTAL NUMERICAL RATING</b>  |                         |                          | <b>4.70</b>                             |

TOTAL NUMERICAL RATING: \_\_\_\_\_

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING: **4.70**

ADJECTIVAL RATING: **Outstanding**

Prepared and reviewed by:

**JAMES A. PATINDOL**  
Head, CASL

Recommending Approval:

**ROSA OPHELIA D. VELARDE**  
Director for Research

Approved:

**MARIA JULIET C. CENIZA**  
VP for Res., Ext., & 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 **MAY** to **JUNE**, 2023.

*Dyana Rose T. Milleza*  
**DYANA ROSE T. MILLEZA**  
 Ratee 12-5-23

*James A. Patindol*  
 Approved: **JAMES A. PATINDOL**  
 Head of Unit 12-5-23

| MFO/PAPS            | Success Indicators   | Tasks Assigned   | Targets | Actual Accomplishment | Rating         |                |                |                | Remarks |
|---------------------|--|--|---------|-----------------------|----------------|----------------|----------------|----------------|---------|
|                     |  |  |         |                       | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |         |
| Analytical Services | 1. Number of chemical analyses for soil and sediment samples conducted and performed | ○ pH (water)   | 100     | 11                    |                |                |                |                |         |
|                     |  | ○ Total Organic carbon/organic matter                      |         | 134                   |                |                |                |                |         |
|                     |  | ○ Total N  |         | 27                    |                |                |                |                |         |
|                     |  | ○ Avail P  |         | 37                    |                |                |                |                |         |
|                     |  | ○ Extractable Fe, Mn, Cu, Zn, Ni, Cd, Pb                   |         | 82                    |                |                |                |                |         |
|                     |  | <b>TOTAL</b>   |         | <b>291</b>            | 5              | 4              | 4              | 4.33           |         |
|                     | 2. Number of chemical analyses for organic samples conducted and performed           | ○ OC/OM  | 15      | 15                    |                |                |                |                |         |
|                     |  | ○ Total Nitrogen   |         | 18                    |                |                |                |                |         |
|                     |  | <b>TOTAL</b>   |         | <b>33</b>             | 5              | 5              | 4              | 4.67           |         |
|                     | 3. Number of test reports prepared   | ○ Test reports for soil, plant, water, and organic samples | 10      | 27                    | 5              | 5              | 4              | 4.67           |         |



|                  |  |  |               |               |   |   |   |      |  |
|------------------|--|--|---------------|---------------|---|---|---|------|--|
| Research Support | 1. Number of research projects assisted for physical and chemical analysis of varied sample material | <ul style="list-style-type: none"> <li>Number of samples submitted by different research centers, academic departments, students, and government agencies</li> </ul> | 100           | 233           | 5 | 4 | 4 | 4.33 |  |
| Other services   | 1. Number of clients served with zero complaint.   | <ul style="list-style-type: none"> <li>Serve clients on time and with zero percent complaint.</li> </ul>   | 0% complaints | 0% complaints | 5 | 5 | 5 | 5    |  |
|                  | 2. Number of visitors, clients and students oriented and toured in the laboratory.                   | <ul style="list-style-type: none"> <li>Assists and helps in the orientation and touring of visitors, clients and students.</li> </ul>                                | 0% complaints | 0% complaints | 5 | 5 | 5 | 5    |  |
| Total Rating     |  |  |               |               |   |   |   |      |  |

|   |  |      |
|---|--|------|
| Average Rating (Total Over-all rating divided by 4) |  | 4.67 |
| Additional Points:                                  |  |      |
| Punctuality   |  |      |
| Approved additional points (with copy of approval)  |  |      |
| FINAL RATING  |  |      |
| ADJECTIVAL RATING                                   |  |      |

Comments & Recommendations for Development Purpose:  
*Participation in advance chemical techniques (workshops & seminars)*

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


Evaluated and Rated by:

  
**JAMES A. PATINDOL**  
 Head of Unit

Recommending Approval:

  
**ROSA OPHELIA D. VELARDE**  
 Director for Research

Approved by:

  
**MARIA JULIET C. CENIZA**  
 VP for Research, Extension & Innovation

Date 12/05/23

Date 12/06/23

Date 12/06/23

## PERFORMANCE MONITORING &amp; COACHING JOURNAL

Name of Office: OVPREI- CASLHead of Office: JAMES A. PATINDOLName of Faculty/Staff: DYANA ROSE T. MILLEZA Signature: Date: May 2, 2023 to June 30, 2023

|   |                 |                                 |
|---|-----------------|---------------------------------|
|   | 1 <sup>st</sup> | Q<br>U<br>A<br>R<br>T<br>E<br>R |
| X | 2 <sup>nd</sup> |                                 |
|   | 3 <sup>rd</sup> |                                 |
|   | 4 <sup>th</sup> |                                 |

| Activity Monitoring    |  |   |      |                       | Remarks  |
|------------------------|--|---|------|-----------------------|--|
|                        | Meeting  |   | Memo | Others (Pls. specify) |  |
|                        | One-on-One   | Group   |      |                       |  |
| <b>Monitoring</b>      |  |   |      |                       |  |
| A. Laboratory Analysis | Always remind analyst to: <ul style="list-style-type: none"> <li>✧ Check the methods used for every analysis is correct.</li> <li>✧ Make sure that QC and GLP are well implemented.</li> <li>✧ Ensure that the laboratory is a safe place to work and maintain its orderliness.</li> </ul> | Special meeting to come up with strategies to improve productivity. |      |                       | Problems and concerns were addressed               |
| <b>Coaching</b>        |  |   |      |                       |  |
| A. Laboratory Analyses | <ul style="list-style-type: none"> <li>✧ Constant reminder for observance of QC protocol.</li> </ul>   |   |      |                       | Sharing of ideas on how to ensure quality results. |

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


**MARIA JULIET C. CENIZA**

Vice President, Research, Extension &amp; Innovation

cc: OVPI

ODAHRD

PRPEO





### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: MAY TO JUNE 2023

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 |

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



|  |   |       |   |   |   |  |
|--|---|-------|---|---|---|--|
| Total Score  |   | 57    |   |   |   |  |
| <b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>  |   | 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  |   | 24    |   |   |   |  |
| Average Score  |   | 4.76  |   |   |   |  |

Overall recommendation : keep as is.

  
**JAMES A. PATINDOL**  
 Head of Unit

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: DYANA ROSE T. MILLEZAPerformance Rating: 4.70

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

Proposed Interventions to Improve Performance:

Date: May 2, 2023Target Date: June 30, 2023

First Step:

- Laboratory walk-through for new employee. Introduction to different laboratory equipment, methods used for specific samples, and systems used in the lab.
- Continue with the analyses of all samples submitted.
- 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, 2023Target Date: December 31, 2023

Next Step:

- Attend training/ congress to earn continuing professional education (CPE) units necessary for license renewal.
- General cleaning of the laboratory, weighing and instrumentation rooms.
- Ensure that each sample submitted is properly coded and written in the log book.
- 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. Inventory of chemical wastes as well as disposal of treated chemical wastes.
- Conduct chemical analyses on all samples on a "first come first served basis".
- Observance of laboratory safety, QC protocol & GLP at all times.

Outcome: Served the chemical analyses needs of VSU's research community and students, LGU's, NGO's, farmers, entrepreneurs and other interested individuals from other regions.

Final Step/Recommendation:

To maintain productivity and work hard to accommodate all the chemical analyses needs of the VSU research and student community.

Prepared by:

  
**JAMES A. PATINDOL**  
Head of Unit

Conforme:

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