



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **LEILANI M. VALDEVIESO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.71	70%	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.78

TOTAL NUMERICAL RATING: 4.78

Add: Additional Approved Points, if any: 4.78

TOTAL NUMERICAL RATING: 4.78

FINAL NUMERICAL RATING 4.78

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

LEILANI M. VALDEVIESO
Name of Staff

Reviewed by:

LYNETTE C. CIMA FRANCA
Department/Office Head

Recommending Approval:

VICTOR B. ASIO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LEILANI M. VALDEVIESO** of the Department of Food Science and Technology commits 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, 2023**.

Approved:

Modiano
LEILANI M. VALDEVIESO

Ratee

Date: Feb. 6, 2024

CS
LYNETTE C. CIMA FRANCA
Department Head

Date: Feb. 7, 2024

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Advance and Higher Education Services	PI.1. Number of solutions/glasswares/utensils prepared	Facilitates the preparation of solutions, glasswares & kitchen utensils used for lab/day	20	30+20=50	5	5	5	5.00	
	PI.4 Number of glasswares/apparatus/utensils cleaned	Facilitates washing of glasswares & utensils	50	70+20=90	5	5	4	4.67	
	PI.5 Number of chemicals/reagents listed for purchase	Facilitates purchase of chemicals/reagents	5	2+1=3	4	4	4	4.00	
	PI.6 Number of laboratory classes assisted	Prepares laboratory materials and supplies for laboratory classes	10	8+12=20	5	5	4	4.67	
Extension	Number of trainings assisted	Assists Hands-on training on food processing	15	6+7=13	5	5	5	5.00	
	Number of training participants assisted	Assists participants during food processing	150	102+118=220	5	5	5	5.00	
	Number of preparations for the training	Purchase & prepares raw materials; clean up	5	6+13=19	4	4	4	4.33	
Support to Operations	PI.1 Number of Laboratory preparation for laboratory classes	Faculty and students served on time	50	40+12=52	5	5	5	5.00	
	PI.2 Number of laboratory rooms cleaned	Cleans laboratory rooms	20	15+5=20	5	5	5	5.00	Pilot plant (wing 1 and wing 2, Sensory Room, Food

									Chem, Micro Room
	PI.3 Number of thesis assisted in performing their research activities	Thesis students served on time	50	45+38=83	5	5	5	5.00	
	PI.4 Number of students/ faculty members performing research and extension	provides technical services to students and faculty members	30	15+38=53	5	5	5	5.00	
	PI.6 Number of consolidated/filed documents	Consolidates /bind /file documents	15	6+5= 11	4	4	4	4.00	
	PI.7 Number of inventory conducted	Conducts laboratory inventory	4	2+2= 4	4	4	4	4.00	
	PI.8 Number of department's social activities facilitated	Facilitates department's social activities	15	9+6=15	5	5	5	5.00	
General Administration and Support Services (GASS)									
	Efficient and customer friendly frontline service	Customer assistance	80%	90%	5	5	5	5.00	
Total Over-all Rating								70.67	

Average Rating (Total Over-all rating divided by 4)	4.71
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.71
ADJECTIVAL RATING	OUTSTANDING

Comments & Recommendations for Development Purpose:

Participation to trainings relative to microbiological procedures and operations, since she will be handling microbial analysis of FTL.



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July-December 2023**

Name of Staff: **LEILANI M. VALDEVIESO** Position: **ADMINISTRATIVE 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		59				

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		57				
Average Score		4.92				
Overall recommendation						


LYNETTE C. SIMAFRANCA
 Printed Name and Signature
 Head, DFST

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : LEILANI M. VALDEVIESO
Performance Rating : Outstanding

Aim: To enhance competence of the staff member.

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

Date: January 2023 Target Date: June 2023

First Step:

Require Ms. Valdevieso to innovate a system of organizing the kitchen tools, laboratory glasswares and reagents, as well as submit an inventory report one week after the end of the semester.

Result:
Organized and well accounted laboratory materials.

Date: July 2023 Target Date: December 2023

Next Step:

Participation to trainings relative to microbiological procedures and operations, since she will be handling microbial analysis of FTL.

Outcome:
Enhanced technical capability

Final Step/Recommendation:

Provide budget appropriation for trainings on laboratory procedures, operations and management.

Prepared by:


LYNETTE C. CIMAFRANCA
Unit Head

Conforme: 
LEILANI M. VALDEVIESO
Ratee