



## 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	4.60	70%	3.22
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
<b>TOTAL NUMERICAL RATING</b>			<b>4.72</b>

TOTAL NUMERICAL RATING:

4.72

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.72

FINAL NUMERICAL RATING

4.72

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

  
**LEILANI M. VALDEVIESO**  
Name of Staff

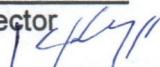
Reviewed by:

  
**LYNETTE C. CIMAFRANCA**  
Department/Office Head

Recommending Approval:

  
**VICTOR B. ASIO**  
Dean/Director


Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President

# 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, 2022.

Approved:

  
**LEILANI M. VALDEVIESO**  
Ratee

  
**LYNETTE C. SIMAFRANCA**  
Department Head

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment (Jan-June 2022; July-December 2022)	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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	10	4+ 20= 24	5	5	4	4.67	
	PI.4 Number of glasswares/ apparatus/utensils cleaned	Facilitates washing of glasswares & utensils	10	4+ 50= 54	5	5	4	4.67	
	PI.5 Number of chemicals/ reagents listed for purchase	Facilitates purchase of chemicals/reagents	5	1+10= 15	4	4	4	4.00	
	PI.6 Number of laboratory classes assisted	Prepares laboratory materials and supplies for laboratory classes	5	2+30= 32	5	5	4	4.67	
Extension	Number of trainings assisted	Assists Hands-on training on food processing	12	4+20=24	5	5	5	5.00	
	Number of training participants assisted	Assists participants during food processing	50	20+250= 270	5	5	5	5.00	



[illegible]

<b>Average Rating (Total Over-all rating divided by 4)</b>		<b>4.60</b>
<b>Additional Points:</b>		
<b>Approved Additional points (with copy of approval)</b>		
<b>FINAL RATING</b>		<b>4.60</b>
<b>ADJECTIVAL RATING</b>		<b>OUTSTANDING</b>

**Comments & Recommendations for Development Purpose:**

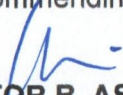
Participate trainings relative to microbiological procedures and operations, since she will be handling microbial analysis of Food Testing Laboratory

Evaluated & Rated by:

  
**LYNETTE C. CIMAFRANCA**  
 Dept/Unit Head


Date: Jan. 25, 2023

Recommending Approval:

  
**VICTOR B. ASIO**  
 College Dean

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

Approved by:

  
**BEATRIZ S. BELONIAS**  
 Vice President for Academic Affairs

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

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





### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2022

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					
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					
600					
Average Score					
5.0					

Overall recommendation : promote to higher paying position

  
**LYNETTE C. CIMAFRANCA**  
 Printed Name and Signature  
 Head of Office



### 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 2022

Target Date: June 2022

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 2022

Target Date: December 2022

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