



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

**Annex P**

Name of Administrative Staff: **GELBERTO P. VALDEVIESO**

| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR  | 4.67                    | 70%                      | 3.27                                    |
| 2. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 3.25                    | 30%                      | 0.98                                    |
| <b>TOTAL NUMERICAL RATING</b>   |                         |                          | <b>4.25</b>                             |

TOTAL NUMERICAL RATING: 4.25

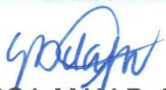
Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.25


FINAL NUMERICAL RATING 4.25

ADJECTIVAL RATING: Very Satisfactory


Prepared by:

  
**VANESSA MAY B. MILAN**  
Name of Staff


Reviewed by:

  
**JEROME O. ARRIBADO**  
Director, Eco-FARMI

Recommending Approval:

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

Approved:

  
**DENNIS P. PEQUE**  
VP for REI

"Exhibit B"

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

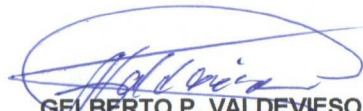
I, GELBERTO P. VALDEVIESO, an administrative staff of the **Ecological Farm Resources and Management Institute (Eco-FARMI)** commits to deliver and agrees to be rated on the attainment of the following **accomplishments** in accordance with the indicated measures for the period **July to December 2023**

Approved:

  
**JEROME O. ARRIBADO**

Unit Head

Date: Jan 8, 2024


  
**GELBERTO P. VALDEVIESO**  
 Ratee  
 Date: Jan. 5, 2024

| MFO No.  | Description of MFO's/PAPs                        | Success/ Performance Indicators (PI)   | Tasks Assigned  | Target                          | Actual Accomplishment | Rating  |            |            |         | REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)                   |
|--|--|--|---|---------------------------------|-----------------------|---------|------------|------------|---------|---|
|  |  |  |   |                                 |                       | Quality | Efficiency | Timeliness | Average |   |
| UMFO 6. General Admin. & Support Services (GASS) |  |  |   |                                 |                       |         |            |            |         |   |
|  | PI 2. Zero percent complaint from clients served | A 46. Customerly friendly frontline services   | Provides customer friendly frontline services to clients  | 25 clients with zero complaints | 100 % compliant       | 5       | 4          | 4          | 4.33    |   |
|  | PI 3: Additional Outputs                         | A 47. Number of new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies * | Initiates/introduces improvements in performing functions resulting to best practice  |                                 |                       |         |            |            |         |   |
|  |  | No. of trips monitored   | Conducts research staff to their travel destination and ferries visitors/trainees within VSU main campus and nearby barangays | 25                              | 50                    | 5       | 5          | 4          | 4.67    | 43 trips accomplished during the 1st half of the year. Eco-FARMI extension project travels and other offices' requested trips |



|  |                       |  |   |   |   |   |   |   |       |   |
|--|-----------------------|--|---|---|---|---|---|---|-------|---|
|  |                       | No. of Eco-FARMI vehicle and farm equipment maintained   | Maintains vehicle and farm equipment to keep them functional                            | 6 | 6 | 5 | 5 | 4 | 4.67  | Ford ranger, grasscutters, shredder, welding machine, tractor, "kuliglig" |
|  |                       | No. of additional assignments for admin/field staff (due to travel and other restrictions resulting from covid 19) | Cleaned the office during no trips and grass cutting some of the areas in the Demo Farm |   | 2 | 5 | 5 | 4 | 4.67  | During pentakasi - 1, Grass cut at the demo farm - 1                      |
|  |                       |  | Fabricate trash bin support stand   |   | 2 | 5 | 5 | 5 | 5     | welded 3-sided support stand - 2 (for the office and demo farm use)       |
|  | Total Over-all Rating |  |   |   |   |   |   |   | 23.34 |   |
|  | Average Rating        |  |   |   |   |   |   |   | 4.67  |   |
|  | Adjectival Rating     |  |   |   |   |   |   |   | 0     |   |

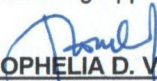
Evaluated and rated by:

  
**JEROME O. ARRIBADO**

Unit Head

Date: Jan. 8, 2024


Recommending Approval:

  
**ROSA OPHELIA D. VELARDE**

Director, Research

Date: Jan. 17, 2024

Approved by:

  
**DENNIS P. PEQUE**

Vice President for Research, Extension and Innovation

Date: Jan. 17, 2024

Comments and Recommendation for Development Purpose:

Attend training related to driving safety protocol and admin and support services.





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July to December 2023**

Name of Staff: **GELBERTO P. VALDEVIESO**

Position: **ADMINISTRATIVE AIDE**

**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   |   | 39    |   |   |   |   |



| <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   |   |       |   |   |   |   |
| Average Score   |   | 3.25  |   |   |   |   |

Overall recommendation : Continue supporting the faculty and staff of the Institute and always coordinate your travel once you are requested by the other departments.

**JEROME O. ARRIBADO**  
Printed Name and Signature  
Head of Office

**PERFORMANCE MONITORING & COACHING JOURNAL**

Rating Period: July-December 2023

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


Name of Employee: **GELBERTO P. VALDEVIESO**Head of Office : **JEROME O. ARRIBADO**

Number of Personnel: 1


| Activity Monitoring  | MECHANISM           |                    |      |                       |  | Remarks |
|--|---------------------|--------------------|------|-----------------------|--|---------|
|  | Meeting             |                    | Memo | Others (Pls. Specify) |  |         |
|  | One-on-One          | Group              |      |                       |  |         |
| <b>Monitoring</b><br>Meeting and discussion on accomplishments and plans for the upcoming months |                     | July 4, 2023       |      |                       |  |         |
| Monitored travels from other offices' requests   |                     | every once a month |      |                       |  |         |
| <b>Coaching</b><br>conducted consultations   | July & October 2023 |                    |      |                       |  |         |

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

Conducted by:

  
**JEROME O. ARRIBADO**  
 Immediate Supervisor

Noted by:

  
**DENNIS P. PEQUE**  
 Next Higher Supervisor

**EMPLOYEE DEVELOPMENT PLAN**

Rating Period: July-December 2023

Name of Employee : GELBERTO P. VALDEVIESO  
Performance Rating : \_\_\_\_\_

Aim: To enhance the skills in safety driving and trouble shooting of vehicle engine, and maintenance of farm equipment.

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

Date: July Target Date: within 3rd quarter of 2023

**First Step:**

Look for any training/workshop related to safety driving, repair and maintenance of different types of vehicles and farm equipment

**Result:**

Allow the staff to attend training workshops relevant to the repair and maintenance of different kinds of farm equipment.

Date: October Target Date: within 4th Quarter of 2023

**Next Step:**

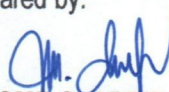
Apply new skills in safe driving, repair, and maintenance of different kinds of farm vehicles and equipment.

**Outcome:**

Improved competence in driving for safe travel and troubleshooting of farm vehicles and equipment.

**Final Step/Recommendation:**

Prepared by:

**JEROME O. ARRIBADO**

Unit Head

Conforme:

**GELBERTO P. VALDEVIESO**

Name of Ratee