

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: LEILANI M. VALDEVIESO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.81	70%	3.37
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.76	30%	1.43
TOTAL NUMERICAL RATING			4.80

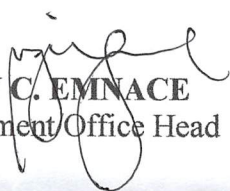
TOTAL NUMERICAL RATING: 4.80
Add: Additional Approved Points, if any: 0.00
FINAL NUMERICAL RATING 4.80

ADJECTIVAL RATING: Outstanding

Prepared by:


LEILANI M. VALDEVIESO
Name of Staff


Reviewed by:


IVY C. EMNACE
Department/Office Head

Recommending Approval:


VICTOR B. ASIO
Dean, CAFS

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

OBSEVATION: M. MALDON

that will be done in 1964.

[illegible]

References

QUARTERLY JOURNAL

no longer given

7/13/1964

RECEIVED BY
UNITED STATES DEPARTMENT OF JUSTICE

OUT-GOING AIRMAIL
JUNE 10 1964

086A & 007017
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REVIEWS

SAFETY & RESISTANCE
 POLYMER OF BUTADIENE

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Ms. Leilani M. Valdevieso, of the Department of Food Science and Technology commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June 2018.

Approved:


LEILANI M. VALDEVIESO
Ratee


IVY C. EMNACE
Head, DFST

MFO No.	MFO & PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Quality	Efficiency	Timeliness	Average	
MFO: 1	High Education Services	PI.1. Number of solutions/glasswares/utensils prepared/day/lab	Facilitated the preparation of solutions, glasswares & kitchen utensils used for lab/day	90%	95%	5	5	5	5.0	
		P1.2 Number of faculty/students assisted/day/lab	Assisted faculty/students	90%	95%	5	5	5	5.0	
		PI.3. Number of borrowers slip prepared/day/lab	Number of borrowers slip prepared	90%	95%	5	5	5	5.0	
		PI.4 Number of glasswares/apparatus/utensils cleaned/day	Facilitated washing of glasswares & utensils	90%	95%	5	4	4	4.33	
		PI.5 Number of chemicals/reagents listed for purchase	Facilitated purchase of chemicals/reagents	90%	90%	4	4	4	4.0	
		PI.6 Number of times assisted/ proctored exams	Proctored exams	2 times	5 times (250%)	5	5	5	5.0	
		PI.7 Number of times prepared/ facilitated for practical exams	Prepared/facilitated practical exams	1	2/1 (200%)	5	5	5	5.0	
		PI.8 Prepared daily incident report/day	Prepared every after class	20	24/20 (120%)	5	4	4	4.3	

	Extension	Number of trainings assisted	Hands-on training on food processing	4/rating period	5/4 (125%)	5	5	5	5	
		Number of participants trained	Assisted participants during food processing	60	100/60 (166%)	5	5	5	5	
		Number of preparations for the training	Purchased & prepared raw materials; clean up	4	5/4 (125%)	5	5	5	5	
	Support to Operations	PI.1 Number of students and faculty served on time during the scheduled laboratory class	Faculty and students served on time							
			Number of faculty served	3	4/3 (133%)	5	5	5	5	
			Number of students served	65	100/65 (153%)	5	5	5	5	
		PI.2 Percentage of requests for reagents prepared and issued during scheduled lab classes	Requests prepared and issued	90%	95%	5	5	5	5	
		PI.3 Number of thesis students performing research functions requesting for technical services served on time	Thesis students served on time	12	20/12 (166%)	5	5	5	5	
		PI.4 Number of students/faculty members performing research and extension functions requesting for technical services served within 1 week	Number of faculty/students served	2 faculty/3 students	2 faculty/6 students 8/5 (160%)	5	5	5	5	

Week	Location	Time	Activity	Remarks
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		PI.5 Emergency assistance	Emergency requests for assistance served within 5 mins	3	5/3 (166%)	5	5	5	5.0	
		PI.6 Number of consolidated/fled documents	Consolidated/bound/file documents	8	10/8 ((125%)	5	4	4	4.3	
		PI.7 Conducts inventory every semester	Submitted inventory on time	1/sem	2/1 (200%)	5	4	4	4.3	
MFO 6:	General Administration and Support Services (GASS)									
	Efficient and customer friendly frontline service	Served with 0% complaint from client	Customer assistance	0% complaint	0% complaint	5	5	5	5.0	
	Total Overall-all Rating								96.23	

Average Rating (Total Over-all rating divided by 4)		4.81
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.81
ADJECTIVAL RATING		Outstanding


Comments & Recommendations for Development Purpose:

Should attend training and workshops to upgrade and keep updated on laboratory practices and management.

Evaluated & Rated by:


IVY C. EMNACE
 Department Head
 Date:

Recommending Approval:


VICTOR B. ASIO
 Dean, CAFS
 Date:

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Instruction
 Date:

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2018

Name of Staff: LEILANI M. VALDEVIESO Position: Admin. Aide I

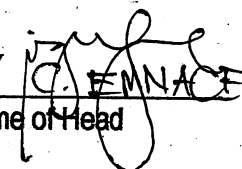
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		57				
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	5	4	3	2	1

office/department aligned to that of the overall plans of the university.					
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	4.8				

Overall recommendation : _____

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 Name of Head

PERFORMANCE MONITORING FORM

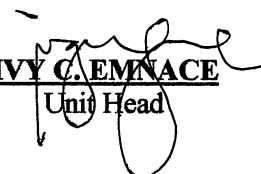
Name of Employee: **LEILANI M. VALDEVIESO**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-All Assessment Of Output**	Remarks/Recommendation
1	Prepared glasswares/ apparatus/utensils to be used for laboratory classes	Very Satisfactory	January 1, 2018	June 31, 2018	May 25, 2018	Very Impressive	Very Satisfactory	
2	Assisted faculty and students in conducting laboratory activities	Very Satisfactory	January 1, 2018	June 31, 2018	May 28, 2018	Very Impressive	Very Satisfactory	
3	Prepared list of chemicals/ reagents for purchase	Very Satisfactory	January 1, 2018	June 31, 2018	May 31, 2018	Very Impressive	Very Satisfactory	
4	Assisted trainings of the department's research and extension activities	Very Satisfactory	January 1, 2018	June 31, 2018	May 31, 2018	Very Impressive	Very Satisfactory	
5	Provide technical services to students/ faculty members performing research and extension	Very Satisfactory	January 1, 2018	June 31, 2018	May 31, 2018	Very Impressive	Very Satisfactory	
6	Performed other task as requested by immediate supervisor	Very Satisfactory	January 1, 2018	June 31, 2018		Very Impressive	Very Satisfactory	

*Either very impressive, impressive, needs improvement, poor, very poor

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


IVY C. EMNACE
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : LEILANI M. VALDEVIESO
Performance Rating : 4.80 OUTSTANDING

Aim: To improve capability as a laboratory technician

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

Date: January 2018

Target Date: March 2018

First Step:

Monitor Ms. Valdevieso's performance concerning to assisting instructors/professor during the conduct of laboratory classes and other related activities.

Result:

Majority of the laboratory related activities were prepared on time

Date: April 2018

Target Date: June 2018

Next Step:

One – on-one meeting with Ms. Valdevieso

Outcome:

Her performance related to laboratory activities has improved.


Final Step/Recommendation:

Required Ms. Valdevieso to attend trainings and seminars to improve and upgrade her skills in laboratory activities.

Prepared by:


IVY C. EMNACE
Unit Head

Conforme:


LEILANI M. VALDEVIESO
Ratee

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EMPLOYEE DEVELOPMENT PLAN

NAME OF EMPLOYEE

Performance Rating

To improve capabilities as a technician

Area

Proposed interventions to improve Performance and Qualification to assume higher responsibilities:

Target Date: March 2018

Start Date: March 2018

First Step:

Monitor Mr. Valdivia's performance concerning his technical skills and his ability to perform his duties.

Result:

Ability of the technician to perform his duties has improved.

Target Date: June 2018

Start Date: June 2018

Next Step:

One - one with Mr. Valdivia

Outcome:

His performance related to technical skills has improved.

Final Step/Recommendation:

Monitor Mr. Valdivia's performance and continue to improve his technical skills.

Prepared by:

WY C. BARRERA
Unit Head

Customer:

WY C. BARRERA
Unit Head