



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: EUTQUIO B. BORNIAS

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.42	70%	3.094
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.08	30%	1.224
TOTAL NUMERICAL RATING			4.318

TOTAL NUMERICAL RATING: 4.318

Add: Additional Approved Points, if any: none

TOTAL NUMERICAL RATING: 4.318

FINAL NUMERICAL RATING 4.318

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

EUTQUIO B. BORNIAS
Name of Staff

Reviewed by:

CHERYLC. BATISTEL
Department/Office Head

Recommending Approval:

GLENN G. PAJARES
Dean/Director

Approved:

ROTACIO S. GRAVOSO
Vice President




"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Eutiquio B. Bornias**, a faculty member of the **DEPARTMENT OF BIOLOGICAL SCIENCES** commit to the deliver and agree to be rated on the the following accomplishment in accordance with the indicated measures for the period **January - June 2024**.

EUTQUIO B. BORNIAS
Admin Aide I
Date: Jan.12, 2024

Approved: 
CHERYL C. BATISTEL
Head, DBS
Date: July 22, 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI MFO 3. Higher Education Management Services										
UMFO 3. RESEARCH SERVICES										
UMFO 4. EXTENSION SERVICES										
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 1. Faculty Development Services									
	OVPI MFO 3. Registration Services									
	OVPI MFO 4. Curricular Program Management Services									
UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES										
	PI 17: Additional Outputs	A 80. Number of meetings attended	Attends meetings (departmental/institutional)	8	2	4	5	4	4.33	
			maintain cleanliness in the lab/lec rooms	3	3	4	4	4	4.00	
			Faculty rooms	13	5	5	4	4	4.33	
			Clean and Mow DBS ground area	12	6	5	5	5	5.00	

	Total Over-all Rating							17.67	
	Average Rating							4.42	
	Adjectival Rating							Very Satisfactory	

Evaluated & Rated by:

Cheryl C. Batistel

CHERYL C. BATISTEL

Head, DBS

Date: *July 22, 2004*

Recommending Approval:

Glenn G. Pajares
GLENN G. PAJARES

Dean, CAS

Date: *July 23, 2004*

Approved by:

Rotacio S. Gravoso

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: *July 28, 2004*

**Comments & Recommendations for
Development Purpose:**

new words activities

1019

PERFORMANCE MONITORING & COACHING JOURNAL

/	1st	Q U A R T E R
/	2 nd	
	3 rd	
	4th	

Name of Office: DBS


Head of Office: CHERYL C. BATISTEL

Number of Personnel: EUTIQUE B. BORNIAS


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	/			dDRCs regularly checked attendance.	
Coaching	/			Mr. Bornias was required to strictly follow his approved working hours.	

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

Conducted by:


CHERYL C. BATISTEL
 Immediate Supervisor

Noted by:


GLENN G. PAJARES
 Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Q	2 nd Q	3 rd Q	4 th Q	
MFO 1 ADVANCED EDUCATION SERVICES (20%)								
PI 3:	Total FTE monitored			/	/			
MFO 2 HIGHER EDUCATION SERVICES (50%)								
PI 4:	Percentage of students enrolled on schedule	All faculty		/				
PI 5:	Percentage increase in enrolment	All faculty		/	/			
PI 6:	Number of programs accredited	All faculty		/	/			
PI 10:	Total FTE monitored *	All DBS and affiliate faculty		/	/			
PI 11:	Number of new revised curricular proposals submitted	All faculty		/	/			
PI 12:	Number of new revised proposal approved by UCC	All faculty		/				
PI 17:	Percentage of faculty rated at least VS in the Teaching Performance Evaluation by Students (TPES)	All faculty			/			
PI 18:	Percentage of faculty rated at least VS by Supervisor	All faculty			/			
PI 2:	Number of research outputs completed	EKLS		/				
PI 4:	Number of research proposals submitted	RJPD, CCB, EKLS, FOP, HVO, RMM, DNM, EOB		/				
PI 1:	Number of active partnerships with	DMGV, RJPD,		/	/			

	LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities * (MOUs/MOAs)	SAC						
PI 2:	Number of trainees weighted by the length of training *	SAC			/			
PI 3:	Number of extension programs and projects	DMGV, SAC		/	/			
PI 4:	Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance*	DMGV, SAC,			/			
PI 5: Number of expert services rendered:	1. Peer reviewers of journal/book	CCB, RMM		/	/			
	2. Review of research and extension proposal	SAC			/			
	3. resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)	SAC, RJPD			/			
PI 6:	Number of extension proposals submitted	DMGV			/			
PI 8:	Number of Extension projects implemented	DMGV, AMM		/	/			
PI 10:	Number of extension activities conducted	DMGV, RJPD, SAC		/	/			
PI 11:	Number of trainings, seminars and fora conducted	DMGV, SAC		/	/			

PI 18:	Additional outputs							
	Number of specimens identified	AMM, HVO, EOB		/	/			
OVPI MFO 1. Faculty Development Services								
PI 1:	Number of faculty pursuing advanced research degrees	JGB, JCE, ARRF, BLAR, SAC, EOB		/	/			
PI 7:	Number of faculty sent to trainings, seminars and conferences	AMM, DNM, SAC, HVO, RMM, EKLS, EOB		/	/			
OVPI MFO 3. Registration Services								
PI 9:	Percentage of students enrolled and validated within the registration period	All faculty		/				
PI 10:	Number of students advised during the registration period	All faculty		/				
OVPI MFO 4. Curricular Program Management Services								
PI 11:	Number of curricular reviews conducted	All faculty		/	/			
PI 13:	Number of course syllabi and TOs reviewed and approved	All faculty		/	/			
PI 14:	Number of OJT MOAs prepared	RMM, DMGV			/			
PI 16:	Number of thesis students advised	CCB, SAC, AMM, DMG, EKLS, FOP, DNM, BLAR, RMM, HVO, EOB, RJD, BSB		/	/			
MFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES (GASS)								
PI 1.	Number of departments/institutes/offices supervised	AMM, CCB		/	/			
PI 2.	Number of management	DBS Faculty &		/	/			

	meetings conducted	Staff						
PI 3.	Number of committee meetings conducted	AMM, CCB		/	/			
PI 4.	Number of routinary documents acted	AMM, CCB		/	/			
PI 5.	Number of requests acted	AMM, CCB		/	/			
PI 6.	Number of memoranda prepared	AMM, CCB			/			
PI 9:	Percentage of faculty and staff who submitted a DTR every month	All faculty		/	/			
PI 12:	Monthly accomplishment report submitted on time			/	/			
PI 13:	Number of classrooms and Lab rooms constructed and renovated				/			
PI 14:	Percentage budget utilization (GAA)			/	/			
	Percentage budget utilization (STF)			/	/			

Prepared by:



CHERYL C. BATISTEL
Head, DBS

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: EUTIQUIO B. BORNIA
Performance Rating: Very satisfactory

Aim: To improve further the performance

Proposed Interventions to Improve Performance:
Date: January 2024 Target Date: December 2024

First Step:
Start recording the daily tasks have it signed by the chair or any member of the DPC

Result:
Record of daily tasks signed by DPC

Date: January 2024 Target Date: December 2024

Next Step:
Continue recording daily tasks

Outcome:

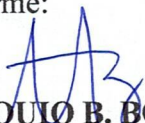
Final Step/Recommendation:

Prepared by:



CHERYL C. BATISTEL
Unit Head

Conforme:



EUTIQUIO B. BORNIA
Admin. Aide I



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2024

Name of Staff: EUTQUIO B. BORNIAS

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 (<i>both for subordinates and supervisors</i>)	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	5	4	3	2	1



the assignment is not related to his position but critical towards the attainment of the functions of the university					
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	4.08				
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					
Average Score					
Overall recommendation: Working time needs to be observed.					


CHERYL C. BATISTEL
 Immediate Supervisor