

# SUMMARY OF INDIVIDUAL RATING OF ADMINISTRATIVE STAFF

Rating Period: January to December 2016

Name of Administrative Staff: **EUTQUIO B. BORNIAS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2 x 3)
1. Numerical Rating per IPCR	4.92	70%	3.444
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishment	4.17	30%	1.251
TOTAL RATING			4.695


EQUIVALENT NUMERICAL RATING: 4.695

Add: Additional Points, if any:

TOTAL NUMERICAL RATING 4.695

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

  
**EUTQUIO B. BORNIAS**  
Name of Staff

Reviewed by:

  
**ANALYN M. MAZO**  
Head

Recommending Approval:

  
**CANDELARIO L. CALIBO**  
CAS Dean

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President for Instruction

I, EUTIQUIO BORNÍAS, Admin aide I, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June, 2018.

ANALÝN M. MAZO  
Head  
Date:

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	PI 11: Number of OBE compliant syllabus prepared								
	PI 12: Additional outputs								
	Number of awards/recognitions received by faculty member								
<b>DBS MFO 3. RESEARCH</b>									
	PI 1: Number of published papers in internationally indexed journals <i>refereed int'l journals</i> <i>refereed national journal</i>								
	PI 2: Number of research outputs presented in local/regional/national /international fora/conferences <i>international fora/conferences</i> <i>national fora/conferences</i> <i>institutional fora/conferences</i>								
	PI 3: Number of research project/study conducted and/or completed on schedule								
	PI 4: Number of research proposals submitted								
	PI 5: Number of research proposals approved								
	PI 8: Amount of money generated from institutional funding								

	PI 9: Additional outputs								
	Number of research related awards (research conducted by student or student with faculty)								
	Number of research articles submitted for publications								
	Number of terminal reports submitted								
<b>DBS MFO 4. Extension services</b>									
	PI 1: Number of technical/expert services rendered								
	PI 2: Number of extension projects/components conducted								
	PI 4: Amount of money generated from external funding								
	PI 5: Amount of money generated from institutional funding								
	PI 6: Additional Outputs								
	Number of clientele served for identification of specimens as expert in the field								
	Number articles reviewed for peer-reviewed journals								
	Number of scientific fora attended as speaker/resource person								
	Number of seminars/workshops/trainings attended								
<b>DBS MFO 5. Support to operation</b>									
<b>OVPI MFO 1 Faculty Development Services</b>									
	PI 1. Number of faculty pursuing advanced degree program								
<b>OVPI MFO 2 Faculty Recruiting/Hiring Services</b>									
	PI 1: Number of new faculty recommended for hiring aligned with ISO standards								
<b>OVPI MFO 3 Faculty Evaluation Services</b>									
	PI 1: Number of seminars/ trainings/ conventions/ workshops coordinated for entire university								

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	PI 2: Percentage of Faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated								
	OVPI MFO 4 Program and institutional Accreditation Services								
	PI 1: Number of degree programs which passed accreditation/evaluation at least Level 1								
	PI 2: Percentage of degree program compliant with CHED								
	PI 3: Percent of documents gathered and compiled for level III Phase I Accreditation of BS Bio Program								
	PI 4: % of documents gathered and compiled for Institutional Accreditation								
<b>DBS MFO 6: General Administration and Support</b>									
	PI 1: Zero complaints from clients								
	PI 2: Additional outputs								
	Number of management meetings attended								
	Number of management meetings conducted								
	Number of recommendations made for the approval of the administration to enhance the unit's capabilities and better improve its services								
	Number of requests made for approval by the administration to address some academic/office concerns								
	Number of Purchase requests made for materials/equipment needed for smooth laboratory and office operation								
	Number of job/letter requests made for the lecture/laboratory rooms and office maintenance								
	PI 7: Number of well maintained laboratory/lecture rooms	maintain cleanliness in the lab/lec rooms	3	3	5	5	5	5.00	
	Number of well maintained comfort rooms for comfortable use of students, faculty and staff	maintain cleanliness of the comfort rooms	4	4	5	5	5	5.00	
	Number of well maintained faculty rooms	Maintain cleanliness in the faculty rooms	13	13	4.5	4.5	4.5	4.50	
	Percent of laboratory specimens properly collected for instructional purposes	Collect specimens to be used in the laboratory classes	70%	100%	5	5	5	5.00	
	Number of exam papers properly mimeographed and reproduced on time	Reproduce exams on time	5,000	>10,000	5	5	5	5.00	

	Number of laboratory/lecture guides reproduced on time	Reproduce lab manuals/ec guides on time	1,000	5,000	5	5	5	5.00	
	Number of documents acted upon promptly	Facilitate processing of documents							
	<b>Laboratory Services</b>								
	Number of laboratory equipment properly maintained as functional								
	No. of glasswares/equipment dispensed								
	% of students & faculty served on time during the scheduled lab. classes & with zero complaint								
	% of request for reagents prepared & issued during schedule lab. classes								
	% specimens collected & prepared before scheduled lab.								
	% materials/equipment submitted to the property office after being declared as waste								
Total Over-all Rating								29.50	
Average Rating								4.92	
Adjectival Rating						OUTSANDING			


Evaluated & Rated by:

  
ANALYN M. MAZO  
Department Head

Recommending Approval:

  
CANDELARIO L. GALIBO  
College Dean

Approved:

  
BEATRIZ S. BELONIAS  
Vice President for Instruction

**Comments & Recommendations for  
Development Purpose:**

*Should record all activities  
for monitoring purposes.*  
*gn*

## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan - June 2018  
 Name of Staff: Estienne B. Barnes 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



100-443887-1000

contact: call 0743 254500

1. The first step in the process of the investigation is the identification of the problem. This is done by the investigator who is responsible for the investigation. The investigator must identify the problem and the scope of the investigation.

2. The second step is the collection of data. This is done by the investigator who is responsible for the investigation. The investigator must collect data from the sources that are available to him or her.

3. The third step is the analysis of the data. This is done by the investigator who is responsible for the investigation. The investigator must analyze the data and determine the cause of the problem.

4. The fourth step is the development of a solution. This is done by the investigator who is responsible for the investigation. The investigator must develop a solution to the problem and implement it.

5. The fifth step is the evaluation of the solution. This is done by the investigator who is responsible for the investigation. The investigator must evaluate the solution and determine if it is effective.

6. The sixth step is the documentation of the investigation. This is done by the investigator who is responsible for the investigation. The investigator must document the investigation and the results of the investigation.

7. The seventh step is the communication of the results. This is done by the investigator who is responsible for the investigation. The investigator must communicate the results of the investigation to the appropriate parties.

8. The eighth step is the follow-up. This is done by the investigator who is responsible for the investigation. The investigator must follow-up on the investigation and ensure that the problem is resolved.

9. The ninth step is the review of the investigation. This is done by the investigator who is responsible for the investigation. The investigator must review the investigation and determine if it was successful.

10. The tenth step is the conclusion. This is done by the investigator who is responsible for the investigation. The investigator must conclude the investigation and report the results.

continued.

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Violent/Agg:

10

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1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 2679, 26

breakdown by sector and year is as follows:

1. The following information is provided for the year ended 31 December 2019:

[illegible]

doi:10.1371/journal.pone.0141695.g002

As shown in Figure 1, the results of a regression analysis are consistent with the hypothesis that the

0-708-140038-7/06/091880R by DAKA, AGEM, FOUN, OZG, AGU, OSA

see, and have been used to show evidence of learning and culture change.

2017年10月15日，公司收到《中国证监会行政许可项目审查一次反馈意见通知书》（172826号），并于2017年10月26日召开2017年第三次临时股东大会，审议通过了《关于中国证监会行政许可项目审查一次反馈意见通知书（172826号）回复的议案》。

and in the spring of 1929 at age 14.

4. Welche Aussagen sind richtig und welche falsch? Begründen Sie! (10 Punkte)

1900. DALL' 1885 IN ADETERMINATO DI CANTIERE SUBVOCATO.

[illegible]

10/10/2014 10:08:40 AM

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and 12.5 mm (0.5 in) or more based on or hurricane blast's strike along a

At the same time, the left side of the brain had no longer any of the inhibitory effect on the right side.

www.pearsoned.ca

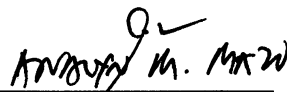
the following conditions: (a) the request must be made in writing;

[illegible]

**FOR THE 10TH ANNIVERSARY OF THE**  
**1997-1998 SEASON**

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>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	50				
Average Score	4.17				

Overall recommendation : \_\_\_\_\_

  
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 Name of Head

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**PERFORMANCE MONITORING FORM (January-June, 2018)**

Name of Employee: **Eutiquio B. Bornias**

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	Keep the class rooms clean	Clean classrooms	Daily	Daily	Daily	Excellent	Outstanding	
2	Keep the comfort rooms clean	Clean comfort rooms without bas smell	Daily	Daily	Daily	Excellent	Outstanding	
3	Collect laboratory specimens	Laboratory specimens collected on time	Daily	Daily	Daily	Excellent	Outstanding	
4	Reproduce exams, lecture and laboratory guides	Exam, lecture and laboratory guides reproduced on time	Daily	Daily	Daily	Excellent	Outstanding	
4	Maintain cleanliness around DBS lobby and grounds	DBS lobby cleaned and grounds always cleaned and mowed	Daily	Daily	Daily	Excellent	Outstanding	
5	Maintain cleanliness in the faculty rooms	Clean faculty rooms	Daily	Daily	Daily		Very satisfactory	Should make sure all faculty rooms are regularly cleaned (based on regular sched)



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: EUTIQUIO B. BORNIAS

Performance Rating: Outstanding

Aim: To improve further the performance

Proposed Interventions to Improve Performance: Record all the tasks performed for the day

Date: January, 2018 Target Date: June 2018

First Step:

Start recording the daily tasks

Result:

Has started recording his daily activities but sometimes forgets

Date: June 2018

Target Date: December 2018

Next Step:

Sustain recording of daily activities

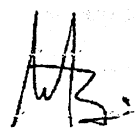
Outcome: Still needs time to systematize the daily recording of activities

Final Step/Recommendation:

Prepared by:

  
**ANALYN M. MAZO**  
Unit Head

Conforme:

  
**EUTIQUIO B. BORNIAS**  
Ratee

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1948

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