

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	4.66	70%	3.262
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.083	30%	1.2249
TOTAL NUMERICAL RATING			4.4869

TOTAL NUMERICAL RATING: 4.4869

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.4869

FINAL NUMERICAL RATING 4.4869

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:

EUTQUIO B. BORNIAS

Name of Staff

Reviewed by:

ANALYN M. MAZO

Department/Office Head

Recommending Approval:

CANDELARIO L. CALIBO

CAS, Dean

Approved:

BEATRIZ S. BELONIAS

Vice President for Instruction

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2019

Name of Staff: Eutiquio B. Bornias Position: Admin Aide III

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

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, EUTIQUIO B. BORNIAS of the Department of Biological Sciences commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2019.

EUTIQUIO B. BORNIAS

Ratee

Approved:

ANALYN M. MAZO

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
1: Advanced Education Services									
DBS MFO 1. Graduate Degree Program									
DBS MFO 2. Graduate Student									
UMFO 2. Higher Education Services									
DBS MFO 1. Curriculum Program									
DBS MFO 3. RESEARCH									
DBS MFO 6: General Administration and Support									
Laboratory Services									
	PI 7: Number of well maintained laboratory/lecture rooms	maintain cleanliness in the lab/lec rooms	7	7	5	4	4	4.33	
	Number of well maintained comfort rooms for comfortable use of students, faculty and staff	maintain cleanliness of the comfort rooms	4	4	5	5	4	4.66	
	Number of faculty/office rooms cleaned	clean office/faculty rooms	12	12	5	4	4	4.33	
	Percent of laboratory specimens properly collected for instructional purposes	Collect specimens to be used in the laboratory classes	90%	100%	5	5	4	4.66	
	Number of exam papers properly mimeographed	Reproduce exams on time	7,000	7,000	5	5	5	5	

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 2019 Target Date: July 2019

First Step:

Start recording the daily tasks

Result:

Has started recording his daily activities but sometimes forgets

Date: June 2019

Target Date: December 2019

Next Step:

Sustain recording of daily activities

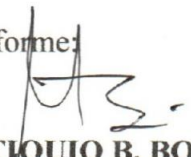
Outcome: Still needs time to systematize the daily recording of activities

Final Step/Recommendation:

Prepared by:


ANALYN M. MAZO
Unit Head

Conforme:


EUTIQUIO B. BORNIAS
Admin Aide I