

**SUMMARY OF INDIVIDUAL RATING OF ADMINISTRATIVE STAFF**  
**Rating Period: July to December 2018**

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

| Particulars<br>(1)  | Numerical Rating<br>(2) | Percentage Weight<br>(3) | Equivalent Numerical<br>Rating<br>(2 x 3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR  | 4.89                    | 70%                      | 3.423                                     |
| 2. Supervisor/Head's assessment of his<br>contribution towards attainment of<br>office accomplishment | 4.1                     | 30%                      | 1.23                                      |
| <b>TOTAL RATING</b>   |                         |                          | <b>4.653</b>                              |


EQUIVALENT NUMERICAL RATING: 4.653

Add: Additional Points, if any:

TOTAL NUMERICAL RATING 4.653

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

  
**EUTIQUIO B. BORNIAS**  
Name of Staff

Reviewed by:

  
**ANALYN M. MAZO**  
Head

Recommending Approval:

  
**CANDELARIO L. CALIBO**  
CAS, Dean

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President

THE SECRETARY OF THE ARMY  
WASHINGTON, D. C.

MEMORANDUM

TO: THE SECRETARY OF THE ARMY  
FROM: THE CHIEF OF STAFF

SUBJECT: [Illegible]

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2. [Illegible]

3. [Illegible]

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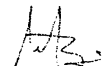
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Visayas State University  
DEPARTMENT OF BIOLOGICAL SCIENCES  
Visca, Baybay City, Leyte  
individual PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, EUTIQUIO BORNIA, 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 July to December 2018.

  
**EUTIQUIO B. BORNIA**  
Admin Aide I

  
**ANALYN M. MAZO**  
Head  
Date:

| MFO No. | MFO Description  | Success/Performance Indicator (PI)                     | Task Assigned | Target | Actual Accomplishment | Rating  |            |            |         | Remark |
|---------|--|--|---------------|--------|-----------------------|---------|------------|------------|---------|--------|
|         |  |  |               |        |                       | Quality | Efficiency | Timeliness | Average |        |
| UMFO    | 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 4. Extension services  |  |               |        |                       |         |            |            |         |        |
|         | DBS MFO 5. Support to operation  |  |               |        |                       |         |            |            |         |        |
|         | OVPI MFO 1 Faculty Development Services  |  |               |        |                       |         |            |            |         |        |
|         | DBS MFO 6: General Administration and Support  |  |               |        |                       |         |            |            |         |        |
|         | PI 7: Number of well maintained laboratory/lecture rooms                                   | maintain cleanliness in the lab/lec rooms              | 5             | 5      | 5                     | 4.5     | 4.5        | 4.67       |         |        |
|         | Number of well maintained comfort rooms for comfortable use of students, faculty and staff | maintain cleanliness of the comfort rooms              | 5             | 5      | 5                     | 5       | 5          | 5.00       |         |        |
|         | Number of faculty/office rooms cleaned   | clean office/faculty rooms                             | 5             | 5      | 5                     | 4       | 5          | 5.00       |         |        |
|         | Percent of laboratory specimens properly collected for instructional purposes              | Collect specimens to be used in the laboratory classes | 600%          | 100%   | 5                     | 5       | 4          | 4.67       |         |        |

THE UNIVERSITY OF CHICAGO

**Figure 1**

Figure 1

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1997-1998 Annual Report

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|                       |  |   |       |        |             |   |   |       |  |
|-----------------------|--|---|-------|--------|-------------|---|---|-------|--|
|                       | Number of exam papers properly mimeographed and reproduced on time                             | Reproduce exams on time                 | 7,000 | 10,000 | 5           | 5 | 5 | 5.00  |  |
|                       | Number of laboratory/lecture guides reproduced on time   | Reproduce lab manuals/ec guides on time | 800   | 1000   | 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 |  |   |       |        |             |   |   | 29.33 |  |
| Average Rating        |  |   |       |        |             |   |   | 4.89  |  |
| Adjectival Rating     |  |   |       |        | Outstanding |   |   |       |  |

Evaluated & Rated by:

*mm*  
**ANALYN M. MAZO**  
 Department Head

Recommending Approval:

*CL*  
**CANDELARIO L. CALIBO**  
 College Dean

Approved:

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

Comments and Suggestions:

*Should keep records of daily activities.*

## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July to December 2018**

Name of Staff: **ETIQUIO 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 ( <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) | <del>3</del> | 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 |

THE SECRETARY OF THE ARMY  
WASHINGTON, D. C.

TO THE SECRETARY OF THE ARMY  
FROM THE SECRETARY OF THE ARMY

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|--|-------|---|---|---|---|
| 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  | 49    |   |   |   |   |
| Average Score  | 4.1   |   |   |   |   |

Overall recommendation : Very Satisfactory

  
ANALYN M. MAZO  
Name of Head



10-10-68

Researcher's Name: \_\_\_\_\_

\_\_\_\_\_

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: EUTQUIO B. BORNIA

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   
EUTQUIO B. BORNIA  
Ratee

1944

THE UNITED STATES OF AMERICA

IN SENATE

COMMITTEE ON

ARMY AND NAVAL AFFAIRS

REPORT

ON

THE

PROCEEDINGS

OF THE

COMMISSION

ON

THE

REPORT

OF