

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.83	70%	3.381
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.86	30%	1.458
TOTAL NUMERICAL RATING			4.839


EDGARDO E. TULIN
President

ANALYN M. MAZO
J. MAZ

Head

Date:

[illegible]

[illegible]

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARISSA P. BABILONIA
Performance Rating: Outstanding

Aim: to be updated with recent laboratory practices

Proposed Interventions to Improve Performance: let the staff attend trainings

Date: _____ Target Date: Dec, 2019

First Step:
Look for trainings that can possibly be attended

Result:
Still waiting for announcements

Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:

ANALYN M. MAZO
ANALYN M. MAZO
Unit Head