

# SUMMARY OF INDIVIDUAL RATING OF ADMINISTRATIVE STAFF

Rating Period: January to December 2015

Name of Administrative Staff: EUTIQUIO B. BORNIA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2 x 3)
1. Numerical Rating per IPCR	4.66	70%	3.262
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishment	4.41	30%	1.323
TOTAL RATING			4.585

EQUIVALENT NUMERICAL RATING:

4.6

Add: Additional Points, if any:

TOTAL NUMERICAL RATING

4.6

ADJECTIVAL RATING:

OUTSTANDING

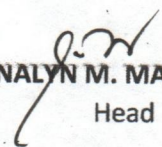
Prepared by:



EUTIQUIO B. BORNIA

Name of Staff

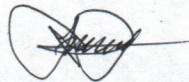
Reviewed by:



ANALYN M. MAZO

Head

Approved:



EDGARDO E. TULIN

President



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

I, **EUTQUIO B. BORNIA**S, ADMIN AID , 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 2016.

EUTQUIO B. BORNIAS

ADMIN. AID

Date:

ANALYN M. MAZO

Head, DBS

Date:

MFO No.	MFO Description	Success/Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
<b>UMFO</b>	<b>1: Advanced Education Services</b>									
	<b>DBS MFO 1. Graduate Degree Program</b>									
	PI 1: Number of graduate degree specializations									
	PI 2: Total FTE monitored									
	PI 4: Percentage increase in number of graduate									
	<b>DBS MFO 2. Graduate Student</b>									
	PI 1: Number of graduate students awarded with									
	PI 2: Percentage of graduate students awarded with									
	PI 3: Number of graduate students advised									



**UMFO 2. Higher Education Services****DBS MFO 1. Curriculum Program**

	PI 1: Total FTE monitored								
	PI 2: Number of curricular program compliant to								
	PI 3: Average passing percentage in licensure								
	PI 4: Number of undergraduates in mandated programs who								
	PI 5: Percentage increase in the number of undergraduate students								
	PI 6: Percentage increase in number of								
	PI 7: Number of academe/industry linkage established								
	PI 8: Number of students advised for their academic								
	PI 9: Number of student organizations advised								
	PI 10: Number of instructional materials								
	PI 11: Number of OBE compliant syllabus prepared								
	PI 12: Additional outputs								
	Number of awards/recognitions received by								

**DBS MFO 3. RESEARCH**

	PI 1: Number of published papers in internationally								
	PI 2: Number of research outputs presented in								
	PI 3: Number of research project/study conducted								
	PI 4: Number of research proposals submitted								
	PI 5: Number of research proposals approved								
	PI 7: Amount of money generated from external								
	PI 8: Amount of money generated from institutional								
	PI 9: Additional outputs								
	Number of research related awards (research								
	Number of exchange scholars/researchers/visiting								
	Number of research articles submitted for publications								
	Number of terminal reports submitted								

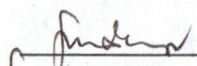






	PI 7: Number of well maintained laboratory/lecture rooms	cleans the lecture & lab rooms	5	5	5	4.5	4.5	4.61	
	Number of well maintained comfort rooms for	cleans the comfort rooms	5	5	5	5	5	5.00	
	Number of laboratory specimens properly collected for	collect specimens for the lab	600%	100%	5	5	4.5	4.83	
	Number of exam papers properly memeographed and	memeograph exams	8,000	12,000	5	5	4.5	4.83	
	Number of laboratory/lecture guides reproduced on	reproduce lab/lec guides	1,000	2,000	5	5	4.5	4.83	
	Number of documents acted upon promptly								
	<b>Laboratory Services</b>								
	Number of laboratory equipment properly maintained								
	No. of glasswares/equipment dispensed								
	No. of glasswares/equipment inventoried/yr								
	% of students & faculty served on time during the								
	% of request for reagents prepared & issued during								
	% specimens collected & prepared before scheduled								
	% materials/equipment submitted to the property								
Total Over-all Rating								24.14	
Average Rating								4.83	
Adjectival Rating								Outstanding	

Received by:

  
Planning Officer

Date: \_\_\_\_\_

Calibrated by:

  
REMBERTO A. PATINDOL, PhD

Chairman, PMT

Date: \_\_\_\_\_

Recommending Approval:

  
BEATRIZ S. BELONIAS, PhD

Vice Pres. for Instruction

Date: \_\_\_\_\_

Approved:

  
EDGARDO E. TULIN, PhD

President

Date: \_\_\_\_\_



# Annex O

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan - June 2016  
 Name of Staff: Eutiquio B. Bornias Position: Admin Aide I

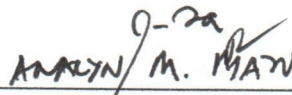
**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

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 (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

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	53				
Average Score	4.41				

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

  
 Name of Head