

SUMMARY OF INDIVIDUAL RATING OF ADMINISTRATIVE STAFF

Rating Period: January to June 2016

Name of Administrative Staff: MARISSA P. BABILONIA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2 x 3)
1. Numerical Rating per IPCR	4.87	70	3.409
2. Supervisor's/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30	1.425
TOTAL RATING			4.834

EQUIVALENT NUMERICAL RATING:

4.8

Add: Additional Points, if any:

TOTAL NUMERICAL RATING

4.8

ADJECTIVAL RATING:

OUTSTANDING

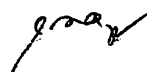
Prepared by:



MARISSA P. BABILONIA

Name of Staff

Reviewed by:



ANALYN M. MAZO

Head

Recommending Approval:



CANDELARIO L. CALIBO

CAS Dean

Approved:





BEATRIZ S. BELONIAS

Vice President for Instruction

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

I, MARISSA P. BABILONIA, Admin aide IV, 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.


MARISSA P. BABILONIA
Admin Aide IV


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									
	PI 1: Number of graduate degree specializations offered and monitored									
	PI 2: Total FTE monitored									
	PI 4: Other accomplishments									
	Number of proposed graduate degree program									
DBS MFO 2.	Graduate Student									
	PI 1: 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 CMO, approved and offered									
	PI 3: Average passing percentage in licensure examinations in mandated programs									
	PI 4: Number of academe/industry linkage established									
	PI 8: Number of students advised for their academic and thesis concerns									
	PI 9: Number of student organizations advised									
	PI 10: Number of instructional materials developed/revised									

	PI 11: Number of OBE compliant syllabus prepared								
	PI 12: Additional outputs								
	Number of awards/recognitions received by faculty member								
DBS MFO 3. RESEARCH									
	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								
DBS MFO 4. Extension services									
	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								
DBS MFO 5. Support to operation									
OVPI MFO 1 Faculty Development Services									
	PI 1. Number of faculty pursuing advanced degree program								
OVPI MFO 2 Faculty Recruiting/Hiring Services									
	PI 1: Number of new faculty recommended for hiring aligned with ISO standards								
OVPI MFO 3 Faculty Evaluation Services									
	PI 1: Number of seminars/ trainings/ conventions/ workshops coordinated for entire university								

	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								
DBS MFO 6: General Administration and Support									
	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	Help in looking for specifications of equipment							
	Number of job/letter requests made for the lecture/laboratory rooms and office maintenance	File job requests for repair of equipment/facilities							
	PI 7: Number of well maintained laboratory/lecture rooms								
	Number of well maintained comfort rooms for comfortable use of students, faculty and staff								
	Percent of laboratory specimens properly collected for instructional purposes								
	Number of exam papers properly mimeographed and reproduced on time								
	Number of laboratory/lecture guides reproduced on time								

	Number of documents acted upon promptly								
	Laboratory Services								
	Number of laboratory equipment properly maintained as functional	Maintain equipment	70	120	5	5	5		
	No. of glasswares/equipment dispensed	Dispense glasswares to students	1,050	1,700	5	5	5		
	No. of glasswares/equipment inventoried/yr		900	1,800	5	5	4.5		
	% of students & faculty served on time during the scheduled lab. classes & with zero complaint	Assist faculty and students in their laboratory needs	90	100	5	5	5		
	% of request for reagents prepared & issued during scheduled lab. classes	Request chemicals needed for lab operations	95	100	5	5	5		
	% specimens collected & prepared before scheduled lab.	Facilitate collection and preparation of specimens	60	95	5	5	5		
	% materials/equipment submitted to the property office after being declared as waste	Inventory equipment for declaration as waste	60	80	5	5	4.5		
Total Over-all Rating							34.00		
Average Rating							4.86		
Adjectival Rating						Outstanding			

Evaluated & Rated by:

f.29
ANALYN M. MAZO
 Department Head

Recommending Approval:

CA
CANDELARIO L. CALIBO
 College Dean

Approved:

BE
BEATRIZ S. BELONIAS
 Vice President for Instruction

Comments & Recommendations for Development Purpose:

Enhance skills by attending further training.
gms

2352

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Project Name	Location	Start Date	End Date	Duration	Progress	Remarks
Project A	Location A	2023-01-01	2023-03-31	90	2	2
Project B	Location B	2023-02-01	2023-04-30	90	2	2
Project C	Location C	2023-03-01	2023-05-31	90	2	2
Project D	Location D	2023-04-01	2023-06-30	90	2	2
Project E	Location E	2023-05-01	2023-07-31	90	2	2
Project F	Location F	2023-06-01	2023-08-31	90	2	2
Project G	Location G	2023-07-01	2023-09-30	90	2	2
Project H	Location H	2023-08-01	2023-10-31	90	2	2
Project I	Location I	2023-09-01	2023-11-30	90	2	2
Project J	Location J	2023-10-01	2023-12-31	90	2	2

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan - June 2018
 Name of Staff: Mariessa P. Babilonia Position: Admin Aide IV

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

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1. The first step in the process is to identify the problem.

2. The second step is to gather information about the problem.

3. The third step is to analyze the information.

4. The fourth step is to develop a plan.

5. The fifth step is to implement the plan.

6. The sixth step is to evaluate the results.

7. The seventh step is to report the results.

8. The eighth step is to follow up.

9. The ninth step is to document the process.

10. The tenth step is to review the process.

11. The eleventh step is to improve the process.

12. The twelfth step is to close the project.

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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. Leadership & Management (For supervisors only to be rated by higher supervisor)	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					37
Average Score					7.4

Overall recommendation : Outstanding!

ANALYN M. MATA
Name of Head

1. The purpose of this study is to determine the effect of the independent variable on the dependent variable.

2. The independent variable is the variable that is manipulated or changed by the researcher.

3. The dependent variable is the variable that is measured or observed by the researcher.

4. The control group is the group of subjects that does not receive the treatment or intervention.

5. The experimental group is the group of subjects that receives the treatment or intervention.

6. The results of the study are presented in the form of a table or graph.

7. The conclusion of the study is based on the results of the study.

8. The study was conducted in a laboratory setting.

9. The study was approved by the Institutional Review Board.

10. The study was published in the Journal of Psychology.

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/seminars

Date: June Target Date: August

First Step:

Look for trainings/seminars that can possibly be attended to enhance skills

Result:

Seminar on "Quality Assurance and Compliance"

Date: July Target Date: September-October

Next Step:

Make recommendation to the NAPB on the attendance of Ms. Babilonia to the said seminar

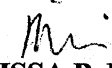
Outcome: _____

Final Step/Recommendation:

Prepared by:


ANALYN M. MAZO
Unit Head

Conforme:


MARISSA P. BABILONIA
Ratec

