

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: NELITA C. BORNIAS

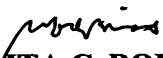
1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.83	70%	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.44
TOTAL NUMERICAL RATING			4.82

TOTAL NUMERICAL RATING: 4.82
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.82

ADJECTIVAL RATING: 0


Prepared by:


NELITA C. BORNIAS
Name of Staff

Reviewed by:



ROSARIO A. SALAS
Department/Office Head

Recommending Approval:


VICTOR B. ASIO

Dean/Director

Approved:


BEATRIZ S. BELONIAS

Vice President

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: MELITA C. BORNIAS

(1)	Number of Rating (2)	Percentage Weight (3)	Individual Numerical Rating (2x3) (4)
1. Numerical Rating for WCR	4.83	70%	3.38
2. Supervisor's assessment of his contribution to the achievement of office assignments	4.83	30%	1.44
TOTAL NUMERICAL RATING			4.83

ADDITIONAL RATING: 0
FINAL NUMERICAL RATING: 4.83
TOTAL NUMERICAL RATING: 4.83
Add: Additional Approved Points If any: _____
TOTAL NUMERICAL RATING: _____

Prepared by: _____
Reviewed by: _____

Name of Staff
MELITA C. BORNIAS

Department/Office Head
ROSARIO A. SALAS

Recommending Approval:

VICTOR B. VASIO

Dean/Director

Approved:

BEATRIZ S. DELONIAS

Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **NELITA C. BORNIA**, of the **Department of Horticulture** 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**.


NELITA C. BORNIA
Ratee

Approved:


ROSARIO A. SALAS
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Research Services	No. of research projects maintained/prepared	Lead in land and seedling preparation, planning, staking, planting, harvesting of produce. Care and maintenance	1	2	5	5	5	5	
	No. of data gathered	Data gathered, recorded, analyzed and tabulated	12	15	5	5	4	4.67	
	No. of reports made submitted	Submitted reports	12	15	5	5	4	4.67	
	No. of laborers managed/supervised in the nursery	Supervised laborers	1	4	5	5	5	5	
Other tasks in support to research services	No. of ornamental plants propagated through tissue culture	Mass propagation of ornamental plants through tissue culture	50	75	4	5	5	4.67	
Other functions in support to instruction	No of student activities assisted	Hold class when concerned instructor is on travel Proctor in examinations Facilitate instructors evaluation by students	1	2	5	5	4	4.67	
	No. of laboratories maintained	Maintained the tissue culture laboratories	1	1	4	5	5	4.7-67	

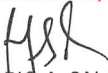
	No. of communities served as member	Member of working committees fir VSU Anniversary							
Total Over-all Rating								4.76	

Average Rating (Total Over-all rating divided by 4)	4.71	3.33
Additional Points:		
Punctuality	5	1.2
Approved Additional points (with copy of approval)		
FINAL RATING		4.83
ADJECTIVAL RATING		0


Comments & Recommendations
for Development Purpose:

keep up the good work


Evaluated and Rated by:


ROSARIO A. SALAS
Head, DOH
Date: _____

Recommending Approval:


VICTOR B. ASIO
Dean, CAFS
Date: _____

Approved by:


BEATRIZ S. BELONIAS
VP for Instruction
Date: _____

1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2018

Name of Staff: NELITA C. BORNIA Position: Science Res. Asst.

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)					
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. Make self-available to clients beyond official time	5	4	3	2	1
3. Submit 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		58			

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December 2018

Name of Staff: MELITA C. BORNIAS Position: Science Res. Asst.

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)				
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
2. Make self available to clients beyond official time	5	4	3	2
3. Submit urgent non-routine reports required by higher offices/agencies such as CHED, DAW, CSC, POST, MESA PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2
4. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time	5	4	3	2
5. Commits himself/herself to help attain the targets of his/her office by assisting co-employees who are in a position to assign tasks	5	4	3	2
6. Regularly reports to work on time, loses in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work	5	4	3	2
7. Keeps accurate records of her work which is easily retrievable when needed	5	4	3	2
8. Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2
9. Accepts additional tasks assigned by the head or by higher officer 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
10. Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increases effectiveness of the office or satisfaction of clients	5	4	3	2
11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2
12. Willing to be trained and developed	5	4	3	2
TOTAL SCORE				

B. Leadership & Management (For supervisors only to be rated by higher supervisor)		Scale				
1.	Demonstrate 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						
AVERAGE SCORE		4.83				

Overall recommendation _____


ROSARIO A. SALAS
Name of Head

B. Leadership & Management (For supervisors only to be rated by higher supervisor)				
1. Demonstrate mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher supervisor	5	4	3	2
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
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
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit	5	4	3	2
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 established targets of the unit	5	4	3	2
TOTAL SCORE				
AVERAGE SCORE				

Overall recommendation

ROSARIO A. SALAS

Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: NELITA C. BORNIA

Performance Rating: OUTSTANDING

Aim: To sustain the OUTSTANDING rating

Proposed Interventions to Improve Performance:

Date: July 2018

Target Date: December 2018

First Step: To continue to attend and participate in trainings, seminars/conferences and scientific forum. To be able to help improve the ornamental nursery by collecting and propagating high valued ornamental plants.

Result: Had attended seminars/conferences. Had collected high valued ornamental plants but are not enough for the plan advancement of the ornamental crops project.

Date: November – December 2018

Target Date: January – March 2019

Next Step:

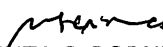
Outcome:

Final Step/Recommendation: To continue and be able to finish my MS in Horticulture degree.

Prepared by:


ROSARIO A. SALAS
Unit Head

Conforme:


NELITA C. BORNIA

Name of Ratee Faculty/Staff

Name of Note Faculty/Staff

WELITA C. BORNIAS

Comments:

Prepared by:

ROSARIO A. SALAS
Unit Head

Final Step/Recommendation: To continue and be able to finish my MS in Horticulture degree.

Outcome:

Next Step:

Date: November - December 2018

Target Date: January - March 2019

enough for the plan advancement of the ornamental crops project.

Result: Had attended seminars/conferences. Had collected high valued ornamental plants but are not

valued ornamental plants.

forum. To be able to help improve the ornamental nursery by collecting and propagating high
First Step: To continue to attend and participate in trainings, seminars/conferences and scientific

Date: July 2018

Target Date: December 2018

Proposed interventions to improve Performance:

Aim: To sustain the OUTSTANDING rating

Performance Rating: OUTSTANDING

Name of Employee: WELITA C. BORNIAS

EMPLOYEE DEVELOPMENT PLAN

Exhibit 1