

# 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. Administrative Support Services	4.81		3.367
2. Supervisor's/Head's assessment of his contribution towards attainment of office accomplishments	4.75		1.425
TOTAL RATING			4.792

EQUIVALENT NUMERICAL RATING:

4.79

Add: Additional Points, if any:

TOTAL NUMERICAL RATING

4.79

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

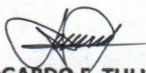
  
MARISSA P. BABILONIA

Name of Staff

  
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, **MARISSA P. BABILONIA**, Admin. Aid 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 July to December 2016.

  
**MARISSA P. BABILONIA**

Admin. Aid IV

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	
UMFO	1: Advanced Education Services									
DBS MFO 1. Graduate Degree Program										
	PI 1: Number of graduate degree specializations									
	PI 2: Total FTE monitored									
	PI 4: Percentage increase in number of graduate									
DBS MFO 2. Graduate Student										
	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								



**DBS MFO 4. Extension services**

PI 1: Number of technical/expert services rendered								
PI 2: Number of extension projects/components								
PI 4: Amount of money generated from external								
PI 5: Amount of money generated from institutional								
PI 6: Additional Outputs								
Number of clientele served for identification of								
Number articles reviewed for peer-reviewed								
Number of scientific fora attended as								

**DBS MFO 5. Support to operation****OVPI MFO 1 Faculty Development Services**

PI 1. Number of faculty pursuing advanced degree								
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**OVPI MFO 2 Faculty Recruiting/Hiring Services**

PI 1: Number of new faculty recommended for hiring								
PI 3: Degree program compliant to CHED								
PI 4: Degree program has passed evaluation with at								

**OVPI MFO 3 Faculty Evaluation Services**

PI 1: Number of seminars/ trainings/ conventions/								Co-sponsored PSBMB with DoPAC
PI 2: Percentage of Faculty rated by students with at								
PI 3: Number of in-house								

**OVPI MFO 4 Program and institutional Accreditation**

PI 1: Number of degree programs which passed								
PI 2: Percentage of degree program compliant with								

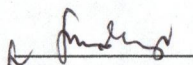
**DBS MFO 6: General Administration and Support**

PI 1: Zero complaints from clients								
PI 2: Additional outputs								
Number of management meetings attended								
Number of management meetings conducted (DBS								
Number of recommendations made for the approval								
Number of requests made for approval by the								



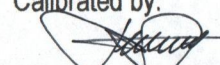
	Number of Purchase requests made for		5	4	5	5	4	4.67	
	Number of job/letter requests made for the								
	PI 7: Number of well maintained laboratory/lecture								
	Number of well maintained comfort rooms for								
	Number of laboratory specimens properly collected for instructional purposes			70	5	5	4	4.67	
	Number of exam papers properly mimeographed and								
	Number of laboratory/lecture guides reproduced on								
	Number of documents acted upon promptly								
	<b>Laboratory Services</b>								
	Number of laboratory equipment properly maintained as functional		70	150	5	5	4.5	4.83	
	No. of glasswares/equipment dispensed		1,000	1,900	5	5	5	5.00	
	No. of glasswares/equipment inventoried/yr		900						
	% of students & faculty served on time during the scheduled lab. classes & with zero complaint		90	100	5	5	4	4.67	
	% of request for reagents prepared & issued during schedule lab. classes		95	100	5	5	4.5	4.83	
	% specimens collected & prepared before scheduled lab.		90	98	5	5	4.5	4.83	
	% materials/equipment submitted to the property office after being declared as waste		80	90	5	5	5	5.00	
Total Over-all Rating								38.50	
Average Rating								4.81	
Adjectival Rating								Outstanding	

Received by:

  
 Planning Officer

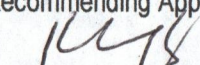
Date: \_\_\_\_\_

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: July - December 2019  
 Name of Staff: Marissa 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



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					57
Average Score					4.75

Overall recommendation

Outstanding

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ANALYN M. MAW

Name of Head