



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **EUTQUIO B. BORNIA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR		70%	3.10
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments		30%	1.32
TOTAL NUMERICAL RATING			4.42

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Add: Additional Approved Points, if any: NONE

TOTAL NUMERICAL RATING: 4.42

FINAL NUMERICAL RATING 4.42

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:

EUTQUIO B. BORNIA
Name of Staff

Reviewed by:

ANALYN M. MAZO
Department/Office Head

Recommending Approval:

Approved:

RICARDO L. CALIBO
Dean/Director

BEATRIZ S. BELONIAS
Vice President

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

I, EUTIQUIO BORNIA, Admin aide I, 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 2020.

EUTIQUIO B. BORNIA

Admin Aide I

12-17-20

ANALYN M. MAZO

Head

Date: 12/17/2021

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									
	DBS MFO 2. Graduate Student									
UMFO 2. Higher Education Services										
	DBS MFO 1. Curriculum Program									
DBS MFO 3. RESEARCH										
DBS MFO 4. Extension services										
DBS MFO 5. Support to operation										
OVPI MFO 1 Faculty Development Services										
DBS MFO 6: General Administration and Support										
	PI 7: Number of well maintained laboratory/lecture rooms	maintain cleanliness in the lab/lec rooms	7	8	4	4	4	4.00		
	Number of well maintained comfort rooms for comfortable use of students, faculty and staff	maintain cleanliness of the comfort rooms	4	4	5	5	4	4.70	Comfort Rooms for Students and Faculty	
	Number of faculty/office rooms cleaned	clean office/faculty rooms	12	12	4	5	4	4.33	Faculty rooms, DBS Secretary's Office and Dept Head Office	
	Percent of laboratory specimens properly collected for instructional purposes	Collect specimens to be used in the laboratory classes	90%	100%					Materials needed for the Instructional Material and Online Class such as Botn 21, Zool 11 and Zool 21	
	Number of exam papers properly mimeographed and reproduced on time	Reproduce exams on time	NA	NA					Online Class was implemented due to COVID-19 Pandemic.	
	Number of laboratory/lecture guides reproduced on	Reproduce lab manuals/ec	21	21	5	4	5	4.70	IM Reproduction opt for offline learning: Biol 11, Biol 22e,	
	Number of documents acted upon promptly	Facilitate processing of documents								

	Laboratory Services									
Total Over-all Rating									17.73	
Average Rating									4.43	
Adjectival Rating						Very good				

Evaluated and Rated by:

AM
ANALYN M. MAZO
 Department Head
12/17/20

Recommending Approval:

AM
oic
CANDELARIO L. CALIBO
 College Dean
Dec. 21, 2020

Approved:

BS
BEATRIZ S. BELONIAS
 Vice President for Instruction

Comments & Recommendations for Development Purpose:

Should keep a record of activities done and have it signed by the supervisor regularly

Should keep a record of activities done and h:



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JAN TO JUNE 2020 ACCOMPLISHMENT**

Name of Staff: **EUTIQUIO B. BORNIA** Position: **ADMIN AIDE III**

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		48				

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	48 (4.8)				
Average Score	80% (4.0)				

Overall recommendation :

Hard working but needs to strictly observe reporting schedule

[Signature]
ANALYN M. MAZO

Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: EUTQUIO B. BORNIAS
Performance Rating: Outstanding

Aim: To improve further the performance

Proposed Interventions to Improve Performance: Make a daily record of the tasks performed

Date: January, 2020 Target Date: December 2020

First Step:

Start recording the daily tasks

Result:

Improve the frequency of recording

Date: January 2021

Target Date: December 2021

Next Step:


Submit the recorded tasks weekly to the head

Outcome: Improved recording

Final Step/Recommendation:

Systematized recording process

Prepared by:


ANALYN M. MAZO
Unit Head

Conforme:


EUTQUIO B. BORNIAS
Admin. Aide I