

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF**

Name of Administrative Staff: **MARISSA P. BABILONIA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.97	70%	3.479
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.916	30%	1.4748
TOTAL NUMERICAL RATING			4.9538

TOTAL NUMERICAL RATING: 4.9538
 Add: Additional Approved Points, if any: _____
 TOTAL NUMERICAL RATING: 4.9538

FINAL NUMERICAL RATING 4.9538

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


MARISSA P. BABILONIA
 Name of Staff


Reviewed by:


ANALYN M. MAZO
 Department/Office Head

Recommending Approval:


CANDELARIO L. CALIBO
 CAS, Dean

Approved:


BEATRIZ S. BELONIAS
 Vice President for Instruction

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to 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

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARISSA P. BABILONIA, of the Department of Biological Sciences 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 2019

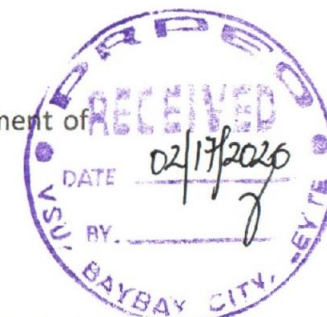
MARISSA P. BABILONIA

Ratee

Approved:

ANALYN M. MAZO

Head of Unit



MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
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 6: General Administration and Support									
Laboratory Services									
	Number of laboratory equipment properly maintained as functional	Maintain equipment	60	60	5	5	5	5	
	No. of glasswares/equipment dispensed	Dispense glasswares to students	1,300	1,300	5	5	5	5	
	% of students & faculty served on time during the scheduled lab. classes & with zero complaint	Assist faculty and students in their laboratory needs	800	800	5	5	5	5	
	% of request for reagents prepared & issued during schedule lab. classes	Request chemicals needed for lab operations	75	75	5	5	5	5	
	% specimens collected &	Facilitate collection and	85	85	5	5	5	5	

Control No. 063

	prepared before scheduled lab.	preparation of specimens							
	% materials/equipment submitted to the property office after being declared as waste	Inventory equipment for declaration as waste		15	5	5	4.5	4.833	
Total Over-all Rating								29.833	

Average Rating (Total Over-all rating divided by 4)		4.97
Additional Points:		
Approved Additional points (with copy of approval)	NA	
FINAL RATING		4.97
ADJECTIVAL RATING		OUTSTANDING

**Comments & Recommendations
for Development Purpose:**

*Should monitor
the lab aid*

Evaluated & Rated by:


ANALYN M. MAZO
Dept/Unit Head

Date: _____

Recommending Approval:


CANDELARIO L. CALIBO
Dean/Director

Date: _____

Approved by:


BEATRIZ S. BELONIAS
Vice President

Date: _____

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARISSA P. BABILONIA

Performance Rating: Outstanding

Aim: to be updated with recent laboratory practices and echo learnings to the Lab aide/assistant

Proposed Interventions to Improve Performance: let the staff attend trainings/seminars

Date: June Target Date: 2019

First Step:

Look for trainings/seminars that can possibly be attended at least once a year to enhance skills

Result:

Possible training/seminar identified

Date: July Target Date: September-October


Next Step:

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

Outcome: Apply and Re-echo the learnings of the seminar to the lab aide.

Final Step/Recommendation:

Prepared by:


ANALYN M. MAZO
Unit Head

Conforme:


MARISSA P. BABILONIA