COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

NELITA C. BORNIAS

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.58	70%	3.21
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.91	30%	1.47
		TOTAL NUM	MERICAL RATING	4.68

TOTAL NUMERICAL RATING:

4.68

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

4.68

FINAL NUMERICAL RATING

4.68

ADJECTIVAL RATING:

<u>OUTSTANDING</u>

Prepared by:

Reviewed by:

Name of Staff

Department/Office Head

Recommending Approval:

REMBE

Chairman, PMT

Approved:

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, NELITA C. BORNIAS of the Dept. 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, 2017.

NELITA C. BORNIAS

Approved:

Fyssakith A. SALAS Head of Unit

MIRO JR. Dorbe		enades and the second s	AND THE PROPERTY OF THE PROPER	AND THE PARTY OF T		Rating	2	The state of the s	Re marks	
C. Flat.J. NO. Ph. 11.J.	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	īď	Yu	h-	² वॉ	des constitutions de la constitution de la constitu	
Research Services	No. of research projects ms in a ined/prepa red	Lead in knd & seedling preparation, planting, blotting, harvesting of plantificare and maintenance	74	*	v)	N	4	4.66		
	Mo. of data gathered	Data garbened, reconded, analyzed and tabulated	15	15	4	v v		4,66	MARTINE THE CONTRACTOR OF THE	*
	No. of reports made/submitted	Submitted reports	9	SS	S	S S		4.66	CHARLES COMPANY OF THE PARTY OF	
	No. of labor managed/supervis ed in the nursery	Supervised la bonens	Ti-		·	S		4,66	AND THE PARTY OF T	
Other tasks in support to research services	No. of orna mental plants propagated through tissue culture	Mass propagation of ornamental plants through tissue culture	2.0	40	v	S	S	THE PARTY OF THE P		-
Other functions in support to instruction	No. of student act in it less assisted	Hold class when instructor concerned is on travel/Proctor in examination	33.5	35	V)	S	5	THE PROPERTY OF THE PROPERTY O	A CONTRACTOR OF THE PARTY OF TH	

		THE RESERVE THE PROPERTY OF TH							
			Andreas de la companya del la companya de la compan					narri etimeti ja komunisteri kaankari etti in aa aa muutubaan	
	No. of laboratories maintained	Maintained the Tissue culture laboratories	1	1	vi	v v	v		1
	No. of committees served as member	Member of working committees for VS II Anniversary	1	7	v	vs	V.	NAMES OF THE PARTY	
Total Overall Ratings	AT THE WAY OF THE PARTY OF THE	Paparani Printe Austral (Austra Austra) att en de Austra (Austra de La Companyo d	MANA PERSONAL PROCESSAL AMERICAN PROCESSAL PRO	Marines and the security of th	And the second s	THE PERSON NAMED IN COLUMN TWO IS NOT THE OWNER.	Annual Community of the	HARMAN PROPERTY AND ADDRESS OF THE PROPERTY ADDRESS OF THE PROPERTY AND ADDRESS OF THE PROPERTY AND ADDRESS OF THE PROPERTY ADDRESS OF THE PROPERTY AND ADDRESS OF THE PROPERTY ADDRESS OF THE PRO	7
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(b) In Tarrain Surpring to American Survey Survey	00 90 97	90 00
Additional Points:		A ANNO ANNO PARAMENTA ANNO PARAMENTA ANNO ANNO ANNO ANNO ANNO ANNO ANNO A
Punctuality	1 The second	1.20
Approved Additional points (with copy of approval)		Martinas estates annes estates de la participa de companya de la participa de la participa de la participa de c
FINAL RATINS	Aportoni istima delementenementenementenementenementenementenementenementenementenementenementenementenementen	4.58
ADIECTIVAL RATING	***************************************	

Comments & Recommendations for Development Purpose:

Recommending Approvat:

Received by:

ATERETTALL QUINANOLA
Planning Office

Date

Date: 1 – quality 2 – Efficiency 3 – Timeliness 4 - Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December 2017

Name of Staff: NELITA C. BORNIAS Position: Science Research 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	the scale below. Encircle your 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	A / -	
3	0	The performance meets and often exceeds the job requirements The performance meets job requirements
2	Fair	The performance needs come decided to the performance needs come decided to the performance needs come decided to the performance needs to the per
Armen	Poor	The performance needs some development to meet job requirements. The staff fails to meet job requirements

	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and reversities.				Scal	е	
0		(5	4	3	12	-
2.	wakes seit-available to clients even beyond official since		5)	4	3		-
7	CHED, DBM, CSC, DOST, NEDA, PAGES by higher offices/agencies such as		5	4	3	2	anneast to the content of the content of
4.	specified time by rendering overtime work even without overtime pay Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.		5)	4	3	2	Principal Statement Statement Statements
5.	Commits himself/herself to help attain the targets of his/her office by assisting co	- (5)	4	3	2	The state of the s
6.	going out on personal matters and logs out upon arrival, secures pass slip when	The state of	5 (4)	3	2	-
7.	and a second to record of her which is easily and the second and the second sec	1	1				
Property .	clients clients		1	1		2 2	4
	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	15	7	material designation of the second	7 4	2	money Br.
	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	14	3	2	The second secon	"The same of the s
	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	74	3	12	merch management and an artist and an artist and an artist and an artist and artist artist and artist and artist and artist and artist and artist and artist artist and artist artist and artist artist and artist and artist artist and artist artist and artist	
	Willing to be trained and developed	6	14	13	12	manual h	_
	Total Score	C	1	10	14		_
	pervisor) & Management (For supervisors only to be rated by higher			Scal	e		
L.							-
Cli Francisco	Demonstrates mastery and expertise in all areas of work to gain trust, respect nd confidence from subordinates and that of higher superiors fisionary and creative to draw strategic and specific plans and targets of the operall plans of the operall plans of the operall plans and targets of the operall plans of the operall plans and targets of the operall plans a	5	4	3	2	1	***************************************

	Average Score	1	4	1.9	1	
	Total Score	and the second s	1	50	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	- Commen
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	Aleman Parent
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	Warmen Alexander

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Overall recommendation

ROSARIO A. SALAS Name of Head