

Annex P

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


Name of Administrative Staff: EUTQUIO B. BORNIAS

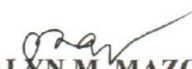
Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.78	70%	3.46
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.33	30%	1.299
<b>TOTAL NUMERICAL RATING</b>			<b>4.759</b>


TOTAL NUMERICAL RATING: 4.759  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: 4.759

FINAL NUMERICAL RATING 4.759

ADJECTIVAL RATING: OUTSTANDING

Prepared by:   
**EUTQUIO B. BORNIAS**  
Name of Staff

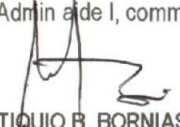
Reviewed by:   
**ANALYN M. MAZO**  
Department/Office Head


Recommending Approval:   
**CANDELARIO L. CALIBO**  
CAS, Dean

Approved:   
**BEATRIZ S. BELONIAS**  
Vice President for instruction

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

I, EUTQUIO 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 July 2019.

  
EUTQUIO B. BORNIA  
Admin Aide I

  
ANILYN M. MAZO  
Head  
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									
	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	5	5	5	4.5	4.5	4.67		
	Number of well maintained comfort rooms for comfortable use of students, faculty and staff	maintain cleanliness of the comfort rooms	5	5	5	5	5	5.00		
	Number of faculty/office rooms cleaned	clean office/faculty rooms	5	5	5	4	4	4.33		
	Percent of laboratory specimens properly collected for instructional purposes	Collect specimens to be used in the laboratory classes	600%	100%	5	5	4	4.67		
	Number of exam papers properly mimeographed and reproduced on time	Reproduce exams on time	7,000	10,000	5	5	5	5.00		
	Number of laboratory/lecture guides reproduced on time	Reproduce lab manuals/ec guides on time	800	1000	5	5	5	5.00		
	Number of documents acted upon promptly	Facilitate processing of documents								

	Laboratory Services									
Total Over-all Rating									28.67	
Average Rating									4.78	
Adjectival Rating						Outstanding				

Evaluated & Rated by:

*ma*  
**ANALYN M. MAZO**  
 Department Head

Recommending Approval:

*CC*  
**CANDELARIO L. CALIBO**  
 College Dean

Approved:

*BS*  
**BEATRIZ S. BELONIAS**  
 Vice President for Instruction

Comments and Suggestion:

*Has to keep record of Daily activities*



## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – July 2019

Name of Staff: EUTIQUIO B. BORNIAS Position: ADMIN AIDE

**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

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: EUTIQUIO B. BORNIAS

Performance Rating: Outstanding

Aim: To improve further the performance

Proposed Interventions to Improve Performance: Record all the tasks performed for the day

Date: January, 2019 Target Date: June 2019

First Step:

Start recording the daily tasks

Result:

Still struggling to record daily activities

Date: June 2019

Target Date: December 2019


Next Step:

Need to Sustain recording of daily activities


Outcome: Still needs time to systematize the daily recording of activities

Final Step/Recommendation:

Prepared by:

  
**ANALYN M. MAZO**  
Unit Head

Conforme:

  
**EUTIQUIO B. BORNIAS**  
Admin. Aide I