



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	4.20	70%	2.940
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.5	30%	1.050
TOTAL NUMERICAL RATING			3.990

TOTAL NUMERICAL RATING:

3.990

Add: Additional Approved Points, if any:

NONE

TOTAL NUMERICAL RATING:

3.990

FINAL NUMERICAL RATING

3.990

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:

EUTQUIO B. BORNIA

Name of Staff

Reviewed by:

ANALYN M. MAZO

Department Head

Recommending Approval:

MA. TERESA P. LORETO

Dean/Director

Approved:

BEATRIZ S. BELONIAS

Vice President

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, EUTQUIO B. BORNIA, Admin. Aide I of the DEPARTMENT OF BIOLOGICAL SCIENCES commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January -December 2021.

EUTQUIO B. BORNIA

Admin. Aide I

Date: *Sept. 26, 2021*

Approved:

ANALYN M. MAZO

Department Head

Date: *Sept. 20, 2021*

MA. THERESA P. LORETO

College Dean

Date: *Oct. 4, 2021*

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
UMFO 3 . RESEARCH SERVICES										
UMFO 4. EXTENSION SERVICES										
UMFO 5. SUPPORT TO OPERATIONS										
UMFO 6. General Admin. & Support Services										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint					

	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice							
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
		A. 49. Other accomplishments	maintain cleanliness in the lab/lec rooms	3	3	4	4	3	3.67	DBS 101, DBS 102, DBS 103,
			maintain cleanliness of the comfort rooms	4	4	5	5	5	5.00	Comfort Rooms for Students and Faculty
			clean office/faculty rooms	15	12	4	3	4	3.67	Faculty rooms, DBS Secretary's Office and Dept Head Office
			Collect specimens to be used in the laboratory classes	90%	100%	5	4	4	4.33	Materials needed for the Instructional Material and Online Class such as Botn 21, Zool 11 and Zool 21
			clean and mow DBS ground area	12	6	5	4	4	4.33	
	Total Over-all Rating								21.00	
	Average Rating								4.20	
	Adjectival Rating									

Very Satisfactory

Comments & Recommendation for Development Purpose:
Hard working but needs to strictly follow the reporting time

Evaluated & Rated by:

ANALYN M. MAZO
ANALYN M. MAZO

Department Head

Date: *Sept 30, 2021*

Recommending Approval

MA. THERESA P. LORETO
MA. THERESA P. LORETO

Dean, CAS

Date: *Oct 4, 2021*

Approved by:

BEATRIZ S. BELONIAS
BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: *Oct 18, 2021*



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2021

Name of Staff: EUTIQUIO B. BORNIA

Position: Admin. Aide I


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. 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						42				
Average Score						3.50				

Overall recommendation : Performance is Satisfactory


ANALYN M. MAZO
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: EUTQUIO B. BORNIAS
Performance Rating: Very satisfactory

Aim: To improve further the performance

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

Date: January, 2021 Target Date: June 2021

First Step:

Start recording the daily tasks

Result:

Still struggling to start record daily activities

Date: June 2021

Target Date: December 2021

Next Step:

To be required to really record activities as a requirement for signing DTR


Outcome:

Final Step/Recommendation:

Prepared by:


ANALYN M. MAZO
Unit Head

Conforme:


EUTQUIO B. BORNIAS
Admin. Aide I